



Kid-STEP/ Teen-STEP Application Summer 2021

DUE TO COVID-19, THIS YEAR'S PROGRAM AND POLICIES HAVE BEEN MODIFIED
In 2021 only, there is the option to opt out of activities, and enroll in classes only.
Homestay is not offered this year to students under 18.

STUDENT INFORMATION

Family Name		First Name	Middle Name
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth: _____	Elementary School <input type="checkbox"/>
		Month Day Year	Middle School <input type="checkbox"/>
Street Address (Home Country)			
City		State/Prefecture/Province	Country Postal Code
Telephone #		Fax #	E-mail Address
Country of Birth		Country of Citizenship	

HAWAII ADDRESS (If Known)

Address	Zip Code	Phone
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EMERGENCY CONTACTS

_____	_____	_____	_____
Name	Relationship	Phone	Cellular phone
_____	_____	_____	_____
Name	Relationship	Phone	Cellular phone

HOW DID YOU HEAR ABOUT IIE HAWAII?

Friend/Family IIE's Website Other website: _____ IIE's Facebook IIE's Instagram
 Magazine/newspaper: _____ Travel/Education Agent _____ Other: _____

WHICH PROGRAM ARE YOU INTERESTED IN ENROLLING? (CHECK ONE BOX)

Kids Short Term English Program (K-STEP; ages 6-12) Classes & Activities Classes Only
Teen Short Term English Program (T-STEP; ages 12-16) Classes & Activities Classes Only

WHEN WOULD YOU LIKE THE STUDENT TO STUDY AT IIE HAWAII?

2021 Summer K-STEP & T-STEP program dates: July 19-Aug. 20, Monday-Friday. Enroll from 1-5 weeks.

July 19-23 July 26-30 Aug 2-6 Aug. 9-13 Aug. 16-20

WHAT IS THE STUDENT'S ENGLISH LEVEL?

Beginner Intermediate * Advanced level classes not offered

DO YOU WANT IIE HAWAII TO ARRANGE HOUSING? Yes No

*In 2021, only Condo/Hotel are offered for parents of students in Kid-STEP/Teen-STEP.
Homestay is not offered this year to students under 18 due to possible complications arising out of covid-19.

DO YOU WANT IIE TO ARRANGE AN AIRPORT PICK-UP? Yes No



K-STEP/ T-STEP Application Summer 2021

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HEALTH & SAFETY INFORMATION

1. My child is allergic to:

2. My child cannot eat:

3. My child cannot do the following activities:

4. Other conditions and/or concerns including **behavioral issues and special needs**:

HEALTH INSURANCE

Medical costs in the U.S. can be very expensive. Students are very strongly encouraged to arrange health insurance before traveling to the U.S.

Insurance Company _____

Policy Number _____

PARENT CONSENT & WAIVERS

Classroom Study/Excursions/Off-Campus Activities:

I give my permission for my child to participate in any or all IIE programs, excursions, on and off - campus activities that are scheduled while he/she is enrolled as a student at IIE. I agree to assume all risks and responsibilities and discharge IIE and all its officers, agents and employees from and against any and all claims of damage to personal property, personal injury, or death which may result from this student's enrollment and participation in IIE programs, excursions, and/or on and off-campus activities.

Consent for Medical Treatment:

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child. However, if I cannot be reached, I authorize IIE or its representatives (staff, host family, etc) to seek medical care for my child. I understand that I am financially responsible for any expenses for medical care or transportation incurred on my child's behalf.

Student Safety Condition

I certify that the information I am providing in the Health & Safety Information section is true to the best of my knowledge.

I understand that IIE reserves the right to decline acceptance or dismiss students from the program in the interest of student safety.

Image Use Waiver:

I consent to the use of my child's image (photos, video, web) for the school's promotional purposes arising out of participation in IIE's programs and activities without any payment to me and/or my child.

Signature of Parent or Guardian

Date

Institute of Intensive English, 2155 Kalakaua Ave. Suite 700, Honolulu, HI 96185, USA

email: info@iehawaii.com website: www.iehawaii.com

Phone 808-924-2117 Fax 808-924-3227 V.4



INSTITUTE OF INTENSIVE ENGLISH K-STEP & T-STEP APPLICATION (P. 3)

REGISTRATION AND PAYMENT OF FEES

DUE TO COVID 19, THIS YEAR'S PROGRAM AND POLICIES HAVE BEEN MODIFIED

In 2021, there is the option to opt out of Activities, and enroll in Classes only.

As space is limited in K-STEP and T-STEP, a minimum of Registration Fee and Activity Fee (if enrolled) must be paid to confirm enrollment.

The total payment includes Registration Fee, Tuition and Activity Fee (if enrolled). Please pay the remaining balance at least 6 weeks before the program start date.

IIE Hawaii accepts payment in the form of U.S. dollars, checks, wire transfers and credit cards (VISA/MasterCard/JCB). Wire Transfers: Ask IIE for account information.

IIE HAWAII CANCELLATION & REFUND POLICIES

In 2021, special exceptions to policies may be made, if possible, for circumstances related to COVID and beyond the student's control.

Students that are registered through agents may have signed contracts through those agents and may have separate cancellation penalties, no-refund policies, or home-country-only conditions. All agent-student contract conditions will be confirmed by IIE prior to issuing a refund.

GENERAL CONDITIONS

- All course changes after the start of the program resulting in a reduced enrollment are subject to a \$150 program change fee.
- All cancellations will be calculated at the rate charged for the number of weeks actually completed.
- There are no partial week refunds. All cancellations must be received in writing by Friday 1:00 pm to be processed for the following week.
- There are no refunds or credit for classes missed due to holidays, orientation, natural disasters or other circumstances beyond the school's control.
- All refunds are issued within 45 days after receipt of written cancellation.

K-STEP/T-STEP REFUNDS

- Cancellations received within 72 hours of application will receive a full refund including Registration Fee.
- Cancellations (after 72 hours of application) but before June 7, 2021: no refund on Registration Fee and 50% of Activity Fee (maximum \$500). From June 7, 2021: No refund on Registration Fee or Activity Fee
- After start of programs: cancellations before or at the mid-point of study program will receive a refund on tuition for the weeks not completed (except the first four weeks). Cancellations after the mid-point of study program will not be eligible for a refund.

HOMESTAY REFUNDS

- There is no refund on the Accommodation Placement Fee
- Cancellations received at least 14 days prior to check-in (Hawaiian time) will not be assessed a cancellation charge.
- Cancel less than 14 days prior to check-in will be assessed 50% of the homestay fee (up to 50% of 4 week homestay rate)
- Cancellations after check-in must be with 30 days notice. The cancellation penalty is 10% of the remaining homestay period.
- Students requesting a different homestay after check-in must give 30 days notice and pay a Re-Placement fee of \$100.

CONDOMINIUM AND HOTEL REFUNDS

- There is no refund on the Accommodation Placement Fee.
- Refunds are calculated according to the policies of the rental establishment.
- There will be no refund on any deposit collected in the event of cancellation once the accommodation has been booked.
- There is a cancellation processing fee of \$100

HAWAIIAN ACTIVITY LESSON REFUNDS

- No refunds for cancellations less than 7 days prior to the activity.
- Activities cancelled by the school will be refunded in full.

AIRPORT TRANSFER REFUNDS

- No refunds for cancellations 7 days or less before arrival.

AGREEMENT

I have read, I understand, and I agree to the terms and conditions, schedule, prices and starting dates and I confirm that I have sufficient funds to pay all the necessary costs of my course and accommodations. I understand the terms of cancellation and the refund policy of IIE. I certify that the information I am providing in this application is true to the best of my knowledge. This includes information provided in the Health & Safety section (page 2). I understand that IIE reserves the right to decline acceptance or dismiss students from the program in the interest of student safety.

Signature of Parent or Guardian

Date