



Kid-STEP/ Teen-STEP Application Summer 2023

STUDENT INFORMATION

Family Name		First Name	Middle Name
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth: _____	
		Month	Day Year
Elementary School <input type="checkbox"/>		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)
 Teen Short Term English Program (T-STEP; ages 12-16)

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

2023 Summer K-STEP & T-STEP program dates: July 10-Aug. 18, Monday-Friday. Enroll from 1-6 weeks.

July 10-14
 July 17-21
 July 24-28
 July 31-Aug. 4
 Aug 7-11
 Aug. 14-18

WHAT IS THE STUDENT'S ENGLISH LEVEL?

Beginner
 Intermediate
* Advanced level classes not offered

DO YOU WANT IIE HAWAII TO ARRANGE HOUSING OR A HOMESTAY?

Yes No

IF "YES", PLEASE CHECK ONE: Homestay (for student only, minimum age 12) Condo/Hotel

Dependent on availability. (Homestay availability for ages 12-13 is limited).

*Please fill out the Homestay Application Form and Homestay Agreement if you would like the child to stay in a homestay.

DO YOU WANT IIE TO ARRANGE AN AIRPORT PICK-UP?

Yes No

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. 1



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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

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REGISTRATION AND PAYMENT OF FEES

DUE TO POTENTIAL EFFECTS OF COVID 19, THIS YEAR'S PROGRAM AND POLICIES ARE SUBJECT TO CHANGE
As space is limited in K-STEP and T-STEP, a minimum of Registration Fee and Activity Fee must be paid to confirm enrollment. The total payment includes Registration Fee, Tuition and Activity Fee. 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 2023, 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.

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 May 8, 2023: no refund on Registration Fee and 50% of Activity Fee (maximum \$500). From May 8, 2023: No refund on Registration Fee or Activity Fee
- After start of program: no refunds on any fees.
- 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

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 received at least 4 weeks in advance.
- Students requesting a different homestay after check-in must give 30 days' notice and pay a Re-Placement Fee of \$100

IIE WAIKIKI STUDENT CONDOS

- Cancellations at least 60 days before check-in: 100% refundable except Accommodation Placement Fee.
- Cancellations 30-59 days before check-in: no refund on first 4 weeks of stay and Placement Fee.
- Cancellations less than 30 days before check-in: no refund on the first 8 weeks of stay and Placement Fee.
- After check-in, cancellations must be received at least 60 days in advance. No partial week cancellations.

OTHER CONDOS AND HOTELS

- 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