



Kid-STEP/ Teen-STEP Application Summer 2025

STUDENT INFORMATION

Family Name _____ First Name _____ Middle Name _____

English Nickname (if any) _____

Male Female Date of Birth: _____ Elementary School

 Month Day Year Middle School

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 _____

EMERGENCY CONTACTS

Name _____ Relationship _____ Phone _____ Cellular phone _____

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HOW DID YOU HEAR ABOUT IIE HAWAII?

Friend/Family IIE's Website Other website: _____ IIE's Instagram IIE's Facebook
 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?

2025 Summer K-STEP & T-STEP program dates: July 7-Aug. 15, Monday-Friday. Enroll from 1-6 weeks.
 July 7-11 July 14-18 July 21-25 July 28-Aug. 1 Aug 4-8 Aug. 11-15

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. See Student Behavior Rules below.
IIE is not equipped to accept students with learning disabilities or special education needs.

STUDENT BEHAVIOR RULES

Must participate in activities and classroom routines with minimal reminders.
Must always stay with your teacher and classmates during activities. For everyone's safety, must not leave your group.
Must not engage in any behavior that is a danger to oneself or others.
Must treat teachers and classmates with respect. Teasing, bullying, and violence are not tolerated.
Must be able to behave and cope in a school setting: tantrums or repeated, extended crying cannot be accepted.
Upon third serious violation of behavior rules, student may be terminated from the program with no refund.

HEALTH INSURANCE

National or free health care does not exist in the U.S and medical care is very expensive. Students are strongly encouraged to arrange health insurance before arrival to protect themselves from the high cost of medical bills and to ensure unrestricted access to health services.

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.

Student Behavior Rules: I have read and accept Student Behavior Rules. I understand that after the third serious violation, students may be terminated from the program with no refund.

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

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

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 6, 2025: no refund on Registration Fee and 50% of Activity Fee (maximum \$500). From May 6, 2025: 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
- Students who are dismissed from IIE for violating student behavior policies are not 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 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

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