

STUDENT ENROLLMENT AGREEMENT

Please read the following terms and conditions. They are very important.

GENERAL RULES

- Please respect your fellow students and speak **ENGLISH ONLY** while at Hawaii Palms English School (HPES). Students who need to speak another language should exit HPES and do so outside.
- HPES will be closed on all federal holidays. There are no make-up classes.
- HPES may decide to close in case of severe weather. HPES will follow the guidelines proposed by the Department of Education. In such cases, students will receive a full credit for their missed classes; there are no refunds issued.
- HPES may take pictures of students to be used for promotional purposes, such as on our website, brochures, or social media.

LEVEL AND ATTENDANCE

- All students will take a short oral (and if necessary, written) placement test before their first class in order to determine their level of English.
- Students must attend at least 75% of their classes at HPES.

EXTENSIONS AND MODIFICATIONS

- Students who wish to extend or modify their course must fill out a Request Form.
- Students are entitled to take one-week break per school term.

PAYMENT

- Full payment must be made prior to the student's class start date.
- A one-time, non-refundable Registration Fee of \$125 is due at the time of registration.
- Tuition and fees are subject to change without notice.

PAYMENT OPTIONS:

- i. **CREDIT CARD** – VISA, MasterCard, JCB, American Express
 - ii. **WIRE TRANSFER** (please send HPES a copy of the wire transfer statement)
There is a \$20 processing fee for all wire transfers. Please contact us for banking information
 - iii. **INTERNATIONAL MONEY ORDER**
 - iv. **PERSONAL CHECK FROM A U.S. BANK**
Please make checks payable to Hawaii Palms English School and send them to:
Hawaii Palms English School
2270 Kalakaua Avenue, Suite #711 Honolulu, HI. U.S.A. 96815
 - v. **CASH**
- Students who register more than 4 weeks prior to the start of their course have the option to pay a deposit on their English Intensive Course and accommodation only. The balance must be paid in full 4 weeks prior to the course start date.

DEPOSIT OPTIONS:

- i. 3 – 8-week English Intensive Course: \$300 (plus \$125 Registration Fee)
 - ii. 9 – 12-week English Intensive Course: \$500 (plus \$125 Registration Fee)
 - iii. Deposits on accommodation: 50% of the total
- If full payment is not received by the start of the course, HPES has the right to cancel the student's registration; all deposits paid will be nonrefundable.

PRIVACY

- Student records will be maintained for all students and kept indefinitely by HPES. All information will be kept confidential.

STUDENT BEHAVIOR

- HPES does not tolerate any form of discrimination or harassment directed toward staff, teachers, or students.
- Should a student fail to comply with the policies and procedures of HPES, or if the student's behavior makes it difficult for other students to concentrate or study in a reasonably comfortable environment, the student may be subject to dismissal.

PROGRAMS**ENGLISH INTENSIVE, BUSINESS, TOEIC, TEENS SEMI-INTENSIVE, AND YOGA WELLNESS COURSES**

- Students must register for a minimum of 1 week and be at least 16 years of age (except for Teens Semi-intensive Course, where students need to be enrolled in junior high school, or be between the ages of 12 and 15). HPES reserves the right to accept students who don't fall in the age categories mentioned.
- English Intensive classes are held from 8:30AM to 12:20PM or from 1:00PM to 4:50PM, Monday – Thursday. However, under certain circumstances, HPES reserves the right to reschedule an Intensive Class for a different time. Students registered for an Intensive Course receive 1 Elective Ticket for every week that they register.
- Students who wish to take a one-week break in the middle of their course must let HPES know at least 4 weeks prior to their break.
- Students in our Intensive, Business, TOEIC, or Teens Semi-intensive courses may start their course on any Monday.
- HPES may set level appropriate requirements for registration in any of its courses.

ELECTIVE CLASSES (TICKET SYSTEM)

- Elective Tickets do not expire and may be transferred to other registered students. Students who wish to transfer their Elective Tickets must first fill out and sign a transfer form obtained from HPES.
- Students must reserve their class by 5:00pm at least 2 business days in advance and must notify HPES at least 3 business days in advance if they wish to change a scheduled lesson.
- Students cannot register for a class if it is already full.
- Depending on the level of the student, there may be some classes the student cannot take. In all cases, HPES will inform the student of the classes available for his/her level.
- The Elective Schedule is subject to change without notice.

WEEKLY ELECTIVE PROGRAM

- Students may start on any given day but must sign up for 5, 10, or 15 consecutive days.
- Students will be scheduled for 2 hours of English lesson a day based on HPES' Elective Schedule. The first class will be from 1:00PM to 2:00PM and the second class from 2:10PM to 3:10PM.

PRIVATE AND SEMI-PRIVATE LESSONS

- Students must register and pay the full amount at least 3 days prior to class. A teacher will be assigned only after the student has completed their registration.
- Except in cases where no classroom is available, all lessons will be held at HPES. Classes may be held outside the school only with the consent of the registered students.
- We will do our best to accommodate a student's request for a teacher. However, we can't guarantee the request will be met. In case of an emergency, a substitute teacher may be assigned.
- Students may reschedule a private or semi-private lesson by notifying HPES at least 2 business days prior to the scheduled lesson.

STUDENT ACTIVITY RELEASE & INDEMNITY

Students (or legal guardian on behalf of the student if under 18 years of age) hereby agree to the following:

- That many of the Activities offered by HPES are outdoor activities, and that participating in such activities exposes the student to certain risks of accident or injury.
- The student waives any and all claims that he or she has or may have in the future against HPES, its employees, and representatives.
- The student releases HPES, its employees, and representatives from any and all liability for any injuries, loss, damage, or expense that the student may suffer, or that the student's heirs, next of kin, executors, administrators, families or representatives may suffer as a result of the student's participation in HPES Activities due to any cause, including negligence and gross negligence, breach of contract, or breach of any statutory or other duty of care to the extent that the law permits such a release.
- This Waiver shall be effective and binding upon the student's heirs, next of kin, executors, administrators, families or representatives in the event of student's death or incapacity.