



# The Hawai'i English Academy Enrollment Form

Name: \_\_\_\_\_

First Name

Middle Name

Last Name

Male

Female

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Month

Day

Year

Do you have a visa?

Yes

(

) No

Hawaii Address: \_\_\_\_\_

Street Address

City

Zip Code

Home / Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

International Address : \_\_\_\_\_

Street Address

City

Country

Zip Code

Home / Cell Phone : \_\_\_\_\_

### Emergency Contact

Contact Name : \_\_\_\_\_ Relationship : \_\_\_\_\_

Phone : \_\_\_\_\_

### Choice of Classes

Course / Class you would like to take: \_\_\_\_\_

Term : \_\_\_\_\_ Date you would like to start? : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Month

Day

Year

Please fill out Date and Topics for Private room Lesson or Private Lessons.

### DATE & TIME:

..... / ..... / ..... : .....  
Month Day Year Month Day Year

..... / ..... / ..... : .....  
Month Day Year Month Day Year

..... / ..... / ..... : .....  
Month Day Year Month Day Year

### TOPICS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### How did you hear about The Hawai'i English Academy?

<input type="checkbox"/>	Information Magazine ( Aloha Street	• Others:	)
<input type="checkbox"/>	Internet ( Mo-Hawaii	• Aloha Street	• Hawaii-Mode
<input type="checkbox"/>	Nikkan Sun	<input type="checkbox"/>	Lighthouse
<input type="checkbox"/>	Our Web Site	<input type="checkbox"/>	Friends/Family
<input type="checkbox"/>	Craigslist	<input type="checkbox"/>	Facebook
		<input type="checkbox"/>	Travel/Education Agent : _____
			esl-guide.com
			Others:

## **Enrollment Policy**

All enrollment forms and tuition payments must be received 72 hours before initial class. Full tuition must be made before class begins. Class must be taken within 3 months of enrollment.

All classes are on a first come first serve basis. Others will be placed on a waiting list.

## **Change of date Policy**

Students requesting change of start date must follow the policies below.

- | Start date changes must be made 48 hours before set start date
- | Changes will be made based on class availability
- | New start date must be made within 3 months of change request
- | New start date will not be allowed after 3 months passed request date
- | Students that would like to start later than 3 months after request date must cancel and re-enroll
- | Students enrolled in A,B,C and D courses may change elective classes, only if changed and taken within the same week as the Basic class. All changes for courses A,B,C and D must be made within the week of start date.

## **Late, absent and make up lesson**

All late and absent students must call 808-979-2320 before class start time. We do not offer make up lessons for absent students.

## **Cancellation request & Refund Policy**

All cancellation request forms must be received 24 business hours prior to class start time, to receive 100% refund of untaken class tuition. Enrollment fee of \$120 is non-refundable.

Evening classes and Special class registration will incur a \$5 cancellation fee.  
After any segment of courses A,B,C and D are taken refunds will not be given.

## **Refund method**

Once cancellation request form <sup>\*1</sup> has been received by The "A" office. Refund will be issued within 30 days.

Residents of Japan that have paid by T/C or money order<sup>\*2</sup> will be refunded by money order. All credit card transactions will be refunded by credit.

Residents of Hawaii will be refunded by cash, credit card or check.

\*1: All cancellations must use The "A" cancellation request form. Please ask our office for cancellation request form.

\*2: International customers that received refunds by money order can cash the money order at the Bank/Post office. You are not required to have an account for this. Money order check, ID stamp, and ID must be present at time of cashing. Foreign exchange rate will be up to Bank/Post office discretion.

Customers that have been expelled or excluded by The "A" do not qualify for refunds.

**I HAVE READ AND UNDERSTAND THE ENROLLMENT POLICY, CHANGE OF DATE POLICY, LATE, ABSENT, MAKE UP LESSON, CANCELLATION REQUEST, REFUND POLICY AND REFUND METHOD.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year