

# 2025 STUDENT ENROLLMENT AGREEMENT



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

## GENERAL RULES

- Please respect your fellow students and only **SPEAK ENGLISH** 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, and some state, holidays. There are no make-up classes. Please refer to the school's calendar for all holidays observed.
- 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.
- HPES does not discriminate against enrolling students based on gender, age, ethnicity, religious belief, nationality, disability, physical attributes, or sexual orientation.
- Students must read and abide by all policies in HPES' Student Handbook. Students may request a printed copy of the Student Handbook or view it in the FORMS page of the school's website.

## LEVEL AND ATTENDANCE

- For most courses, students will take a short oral and/or 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 in order to complete their course.

## EXTENSIONS AND MODIFICATIONS

- Students who wish to extend or modify their course must fill out a Request Form. Course extensions and modifications are subject to availability and must first be approved by HPES.
- Students are entitled to take a two-week break per school term.

## PAYMENT

- Full payment must be made by the due date stated on the invoice. Students may not attend class prior to submitting full payment.
- A one-time, non-refundable Registration Fee of \$150 is due at the time of registration for most courses.
- Tuition and fees are subject to change without notice.

### PAYMENT OPTIONS:

- CREDIT CARD** – VISA, MasterCard, JCB, American Express.  
There may be a 3% surcharge added to credit card transactions.
- 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.
- 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
- CASH**

## DEPOSITS

- Students who register more than 3 weeks prior to the start of their course have the option to pay a deposit on their tuition and accommodation only. The balance must be paid in full 3 weeks prior to the course start date.
- Deposits on tuition: 50% of tuition + \$150 registration Fee.
- If full payment is not received 3 weeks prior to the start of the course, HPES has the right to cancel the student's registration; all deposits paid will be nonrefundable.
- For deposits on accommodation, please see HPES' Student Accommodation Agreement.

## 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, TOEIC, KIDS SEMI-INTENSIVE, TEENS SEMI-INTENSIVE COURSES**

- Students must register for a minimum of 1 week and be at least 16 years of age (except for Teens Semi-intensive, 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.
- Kids Semi-intensive students have the option to register for a minimum of 1 day.
- Under certain circumstances, HPES reserves the right to reschedule any class for a different time.
- Students who wish to take a two-week break in the middle of their course must let HPES know at least 4 weeks prior to their break.
- Students may start their course on any Monday.
- HPES may set level appropriate requirements for registration in any of its courses.

**ELECTIVE CLASSES**

- 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.

**PRIVATE, SEMI-PRIVATE, AND GROUP LESSONS (INCLUDING ONLINE)**

- Except for online lessons, and 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.
- Once scheduled, private lessons may not be rescheduled.

**STUDENT ACTIVITY RELEASE & INDEMNITY**

Students (or legal guardians on behalf of the student if under 18 years of age) understand that participating in HPES' activities is optional, and hereby agree to the following:

- That participating in HPES' activities is optional
- 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.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student/Parent/Guardian  
Signature

\_\_\_\_\_  
Date