



K-STEP/ T-STEP Application Summer 2024

INSTITUTE OF INTENSIVE ENGLISH K-STEP & T-STEP APPLICATION (P. 3)

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 8, 2024: no refund on Registration Fee and 50% of Activity Fee (maximum \$500). From May 8, 2024: 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