



Hawaii Palms English School

Waikiki Business Plaza 2270 Kalakaua Ave, Suite 711 Honolulu, HI 96815
TEL (808) 922-3535 FAX (808) 922-3559

Elective Program Policy and Agreement

Registration/Payment

Register by phone, E-Mail, fax, or in person before the start of your class. A registration fee of \$100 will be waived if student is already registered at Hawaii Palms English School. If registering by phone, E-Mail, or fax, student must make payment in full at the time of registration. If payment is made through wire transfer, all bank charges will be the responsibility of the student and a copy of the wire transfer receipt must be mailed, faxed, or E-Mailed to Hawaii Palms English School.

After payment is received, Hawaii Palms English School will send the student a confirmation letter. If payment has not been received 3 days prior to the class, Hawaii Palms English School will cancel the registration.

In case the student is already registered in Hawaii Palms English School's Intensive Program, the school's general Refund and Cancellation Policy will apply.

Ticket

All tickets expire after 3 months. Lessons must be booked at least one business day in advance. If the student wishes to change their scheduled lesson, we must be notified at least 3 days in advance. There are no refunds for tickets purchased.

Age

Students must be 18 years or older to register. Exceptions to this will be made on a case-by-case basis, and only after the student has been evaluated by the teacher in charge of the class.

Waiver

We sometimes take pictures of classes, graduation ceremonies, school activities, and other school-related events for web and promotional purposes. If the student doesn't wish to be photographed or wishes his/her picture not be used in any way by Hawaii Palms English School, please let a member of our staff know ahead of time.

Level

We do our best to make sure all classes are level appropriate. Depending on the class and level of the student, there may be some classes which the student cannot take. In all cases, we will inform the student of the classes available for his/her level.

I have read and agree to the refund and cancellation policies above.

Name

Signature

Date