



# Kama'aina Enrollment Application

You may fill out and mail/fax to us or come to our office on the desired course start day at 8:00am

Name: \_\_\_\_\_  
First name Last name

Address in Hawaii: \_\_\_\_\_  
Street Apt # City Zip Code

E-Mail address: \_\_\_\_\_

Phone :(Home) \_\_\_\_\_ (Work/Cell) \_\_\_\_\_

Course start: / / Number of Weeks: \_\_\_\_\_ Program: 10 15 20+  
Course end: / / Reg. fee \$100 + tuition of \$ \_\_\_\_\_ =Total \$ \_\_\_\_\_

Payment (Please check) :

Cash \_\_\_\_\_ Check \_\_\_\_\_

Visa\_ MC\_ AMX\_ JCB\_ No. \_\_\_\_\_

Exp Date (mm/yy): \_\_\_\_\_ 3 digit verification code on the back of your card: \_\_\_\_\_

## Total tuition is due prior to first class.

### GENERAL AND REFUND POLICY-Please read and sign at the bottom

Tuition refunds will be made according to the following schedule, after student submits a request for withdrawal.

- Withdrawal **before the first day** of instruction. 학기 전에 취소 코스스타트前の退学. . . . . 100%
- Withdrawal from courses 4 weeks or less. 4 주 보다 적은 코스를 택한 경우 4 週間以内のコースでコース開始後の退学. . . . . None
- Courses longer than 4 weeks, withdrawing prior to mid-point of the course. . . . . 50%  
4 주 보다 긴 코스를 택한 경우 (중간 시점을 기준으로) 4 週間を超える 코스で中間時前の退学
- Withdrawal after mid-point 학기 중간에 취소. 中間時後の退 . . . . . None

All refunds will be made within 30 days. **Refunds will be issued less registration fee of \$100.00** for English course when applicable. Charges for books, C.D.'s, supplies are non-refundable.

Payment of future sessions may be made in advance, and are fully refundable (100%) if cancelled before new session start date.

A fee of \$25.00 will be charged for checks returned for insufficient funds,.

**\*I have read a copy of the enrollment application and understand the refund policy.** \_\_\_\_\_ (Initial)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### Office Use Only

Payment \$ \_\_\_\_\_ Date: \_\_\_\_\_ Accepted by: \_\_\_\_\_ CT \_\_\_\_\_ EMpro \_\_\_\_\_

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