



Non I-20 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) _____

The course starts: / / Reg. fee \$100 + tuition of \$ _____

The course ends: / / Total \$ _____

Total tuition is due prior to first class

Payment(Please check) :

Cash _____ Check _____

Visa_ MC_ AMX_ JCB_ No. _____

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

Please read and sign

Refund Policy

After a student submits a request for withdrawal, tuition refund will be made within 30 days according to the following:

Enrollment - 8 weeks or longer:

Withdrawal before the first day of instruction 학기 전에 취소 코스스타트前の退学 100%

Withdrawal before the first half of instruction (mid-point of the session*) is completed 100%

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 50%*

Withdrawal any time after the mid-point 학기 중간에 취소 中間時後の退学 No Refund

*One session is 8 weeks. The mid-point of a session is 4 weeks.

Enrollment - shorter than 8 weeks:

Withdrawal before the first day of instruction 학기 전에 취소 코스스타트前の退学 100%

Withdrawal from courses of 4 weeks or less 4 주 보다 적은 코스를 택한 경우 4 週間以内のコースで코스開始後の退学 No refund

Withdrawal before the mid-point of the session* for enrollment in classes longer than 4 weeks 100%

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 50%

Withdrawal after the mid-point 학기 중간에 취소 中間時後の退学 No refund

*A session is the total number of weeks of enrollment. For example, the mid-points for enrollments of 5, 6, or 7 weeks are 2.5, 3, and 3.5 respectively.

- Refunds will be issued less the \$100 registration fee.
- Charges for books, audio materials, and supplies are non-refundable.
- Checks returned for insufficient funds, a fee of \$25.00 will be charged.

***I have read and understand the refund policy. I agree to the policy _____(Initial)**

SIGNATURE: _____ DATE: _____

-----Office Use Only-----

Payment \$ _____ Date: _____ Accepted by: _____ CT _____ FMpro _____