

**PAGES:** 6 Pages (Including this page)

Dear Parent/Legal Guardian,

Warm greetings from Global Village Hawaii and thank you for sending your child to our school! In order for us to confirm your child's registration, please complete the required documents below and send them back to us as soon as possible. Once we receive the signed Underage Agreement Form and proof of health insurance; we will issue our Letter of Acceptance.

1. Copy of Health Insurance

- It is required by DHS (Department of Homeland Security, Immigration office) for students of the ages 17 and under to submit proof of health insurance before arrival.

2. Underage Agreement Form. (Pages 2-5)

- Parent/Legal Guardian Accommodations Addendum for Underage Student (p. 5).
  - i. Required for students staying in GV Hawaii Accommodations.

3. Underage Agreement Form from the surfing school. (See attached)

- Required for students applying for our Teen Activity Program, English + Surfing or Bodyboarding Program or wishing to take surfing lessons as an activity.

4. Underage Leave of Absence Letter (Page 6)

- Required for student's approved leave of absence from school/activity.

Thank you for your kind support and look forward to receiving this packet to complete the student's registration.

**Registrar**  
**Global Village Hawaii**

**Global Village Hawaii**

1440 Kapiolani Boulevard, Suite 1100, Honolulu, Hawaii USA 96814  
Telephone: (808) 943-6800 Fax: (808) 943-6400 Emergency phone: (808) 341-0664  
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# **GV Hawaii Underage Agreement Form** (1/9/2013)

## **1. STUDENT INFORMATION**

STUDENT \_\_\_\_\_ SEX \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_ DAY PHONE \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ DAY PHONE \_\_\_\_\_

EMAIL ADDRESS (Parent) \_\_\_\_\_

EMERGENCY CONTACT (name & telephone #) \_\_\_\_\_

\*HAWAII ADDRESS \_\_\_\_\_  
\_\_\_\_\_

\*HAWAII TELEPHONE NUMBER \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**Please bring Hawaii Address and Hawaii Phone number (If you have cell phone, please inform that number too) on your first day of school. We encourage students to have a cell phone so that the school can contact them in Hawaii.**

## **DETAILS OF MEDICAL INSURANCE:** (Please provide a copy of insurance)

INSURER \_\_\_\_\_ POLICY \_\_\_\_\_ # \_\_\_\_\_

PASSPORT NUMBER \_\_\_\_\_ COUNTRY \_\_\_\_\_

## **2. MEDICAL INFORMATION**

- **The student must be medically insured at the time of arrival until departure. Global Village Hawaii recommends medical insurance coverage of at least \$250,000.00.**

Please complete all questions. If you answered "YES" to any question/s below, please include an explanation on a separate sheet of paper and attach it to this form.

- a) Are there any physical or emotional issues that would prevent the student from interacting with others during a full day of classes and/or outside activities?  YES  NO

\_\_\_\_\_  
\_\_\_\_\_

- b) Does this student have any special learning needs? (e.g. Attention Deficit Disorder, Dyslexia)  YES  NO

\_\_\_\_\_  
\_\_\_\_\_

- c) Are there any special psychological or physical limitations this student has of which we should be aware? If yes, please explain. \_\_\_YES \_\_\_NO  
 \_\_\_\_\_  
 \_\_\_\_\_
- d) Has this student had any operations or serious injuries? If yes, please describe and give the dates when these operations or injuries occurred. \_\_\_YES \_\_\_NO  
 \_\_\_\_\_  
 \_\_\_\_\_
- e) Is this student currently taking medication and/or receiving treatment? \_\_\_YES \_\_\_NO  
 \_\_\_\_\_  
 \_\_\_\_\_
- f) Does this student have any history of loss of consciousness, convulsions, concussions, epilepsy or diabetes? \_\_\_YES \_\_\_NO  
 \_\_\_\_\_  
 \_\_\_\_\_
- g) Does this student have any allergies (e.g. food, drug or environmental)? \_\_\_YES \_\_\_NO  
 \_\_\_\_\_  
 \_\_\_\_\_
- h) Has this student ever required any psychiatric counselling/hospitalization? \_\_\_YES \_\_\_NO  
 \_\_\_\_\_  
 \_\_\_\_\_
- i) Is there any additional health information of which we should be aware of? \_\_\_YES \_\_\_NO  
 If yes, please describe. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. ACTIVITIES**

GV Hawaii offers many activities to students in addition to English language instruction. Examples of activities include: Surfing and Body boarding, Swimming, Snorkelling, Hiking, Sightseeing, and Volleyball.

- a. Are there any school sponsored activities that you **do not** wish your child to participate in? \_\_\_YES \_\_\_NO  
 If yes, please list: \_\_\_\_\_  
 (If you list the activity/s here, the student won't be able to participate in these activities unless GVH receives written approval from the parent/legal guardian.)
- b. After each Teen Activity Program activity, do you want your child to go back to school with the activity leader? (This question applies to TAP participants only) \_\_\_YES \_\_\_NO

I hereby give permission for \_\_\_\_\_ (the "Student") to engage in all activities and programs offered by GV Hawaii, except as noted. If answered, "NO" to question 3(b) above, GV Hawaii will not be held responsible for the student after the activity. In an emergency, GV Hawaii has my permission to seek medical treatment including routine tests, x-rays, hospitalization, injections, anaesthesia, or surgery for the Student.

\_\_\_\_\_  
 (Signature of Parent or Legal Guardian)

#### 4. UNDERAGE STUDENT CODE OF CONDUCT

1. Attend class regularly; participate in class; come on time and complete all projects.
2. If student is ill and cannot come to school, student must stay at their homestay family's house for proper care and rest. If student does not want to come to school nor the activity for any other reason, student's parent/guardian must complete and sign the "Underage Leave of Absence Letter" and send the form by email or fax before the leave of absence begins.
3. If student is staying at GV Hawaii accommodations, the student is required to sleep at the confirmed room each night [unless participating in a school sponsored overnight activity].
4. Students who arrive to class more than 15 minutes after the start of class are considered absent and may not enter the classroom without authorization from the Director of Studies.
5. Follow our ENGLISH ONLY policy while in school and during activities. If you do not follow this policy, you may be asked to leave school or activity for the day; see English Only Policy in the TAP Handbook.
6. Inform the Student Services Manager and/or Director of Studies of any changes in your study plans.
7. Inform the Accommodations Coordinator of any changes in your accommodations plans.
8. Respect staff, faculty and other students.
9. Respect school property; property of staff, faculty and fellow students.

Depending on the severity of the violation, students may receive any of the following:

- A verbal warning and be counseled regarding the violation.
- A written warning.
- Dismissal from school and homestay.
  - If dismissed, a written appeal may be submitted within a week from the date of the dismissal to the Management Committee of Global Village Hawaii.

#### 5. USE OF STUDENT IMAGES, QUOTES AND RELEVANT INFORMATION

- You authorize GV Hawaii to use images and photographs of your child, quotes and relevant information (collectively "*Your Child's Information*") in announcements, publications, brochures, websites, promotional and advertising materials to promote, advertise and endorse Global Village Hawaii and its services.
- You understand and agree that Your Child's Information will be used to promote GV Hawaii in various forms of advertisements and promotions. GV Hawaii is authorized to use Your Child's Information for such advertising and promotional purposes for the duration of your child's enrollment and for a period of four (4) years from the date of your child's termination of studies. You agree that you or your child will not receive any form of compensation from GV Hawaii for the use of Your Child's Information.
- You hereby release GV Hawaii, and its officers, directors, employees and agents, from liability arising out of any alleged violation of any personal or property rights which you child might have in connection with any such announcements, publications, brochures, promotional or advertising materials that use Your Child's Information.
- If you do not wish to authorize GV Hawaii to use Your Child's Information for promotional purposes, please submit a statement in writing to the Assistant Director requesting that Your Child's Information not be used.

#### AGREEMENT AND WAIVER OF CLAIMS BY LEGAL GUARDIAN

Participation in the above additional activities is wholly voluntary, and ESL International Corporation (doing business as GV Hawaii) is offering the additional activities described above to broaden the educational opportunities of its students.

In consideration of and as an essential inducement to the agreement by ESL International Corporation to allow the student named below ("**Student**") to participate in the additional activities described above, the undersigned, as the legal guardian ("**Guardian**") of the Student, hereby agrees as follows:

1. Guardian understands that there are risks incident to such additional activities and understands and acknowledges that he or she is aware of and understands and agrees, on behalf of Student, that Student

fully assumes all such risks. Guardian understands that there will be periods of no supervision of the student (i.e. bus rides to school and home alone at the host family's house).

- Guardian agrees that neither ESL International Corporation nor any of its officers, directors, shareholders, employees or agents (collectively, "GV") shall be liable for any death, injury, sickness, damage, accident or other loss arising out of any of said additional activities.
- Guardian hereby releases and forever discharges GV from and against any and all liability for any death, injury, sickness, damage, accident or other loss which arises out of, occurs during or is related in any way to the Student's participation in any of said additional activities.
- GUARDIAN REPRESENTS AND WARRANTS THAT GUARDIAN HAS READ AND UNDERSTANDS THIS AGREEMENT AND WAIVER OF CLAIMS, THAT GUARDIAN IS THE LEGAL GUARDIAN OF STUDENT AND IS AUTHORIZED TO SIGN THIS AGREEMENT AND WAIVER OF CLAIMS.
- Guardian has read and agrees to be bound by the General Conditions and the Cancellation and Refund Policy.

This Agreement shall be governed and construed in accordance with the laws of the State of Hawaii.

Date: _____	Name of Student: _____
	Signature of Guardian
Date: _____	ESL International Corporation
	By: _____
	Name:
	Title:

**PARENT/LEGAL GUARDIAN ACCOMMODATIONS ADDENDUM FOR UNDERAGE STUDENT**

In preparation for placing \_\_\_\_\_ (name of student) in GV Hawaii Accommodations situation, we are hereunder agreeing to the guidelines for students less than 18 years of age. The guidelines are as follows:

- The student is required to return home by: *[unless otherwise amended by the family or the school]*  
Under 12 years old: 7 p.m. daily  
Ages 12 – 15: 9 p.m. daily  
Ages 16 and 17: 9 p.m. (Sunday – Thursday) and 12 a.m. (Friday and Saturday)
- The student will not invite guests back to the home without the permission of the homestay.
- Unless on a school-sponsored activity, the student must return to the confirmed room every night.
- The student may not drink alcohol or use illicit substances or abuse prescription medications.
- The parent/legal guardian of the student must have filled out the Medical Instructions Form above.
- In case of non-compliance with any of these guidelines, or in the case that the homestay family/residence manager/property manager is confronted with a difficult situation, the GV Hawaii Accommodations Coordinator will be contacted immediately.
- The school and its representatives reserve the right to make independent determinations regarding a student's suitability for continuing in GV Hawaii accommodations should problems arise.
- In the case of a change of GV Hawaii accommodations needing to be made as a result of the student's failure to fulfill this agreement, the parent/legal guardian agree to be responsible for associated costs.
- The student who is provided with GV Hawaii residence/apartment is required to conform to the house rules of the applicable residence/apartment. In a situation, where the student causes any damages to the unit and/or common area/s of the property, the parent/legal guardian agrees to be responsible for the associated costs.

_____ Signature of Parent/Legal Guardian	_____ Date
_____ Signature of GV Hawaii Accommodations Coordinator or Representative	_____ Date

To Whom It May Concern:

I hereby give permission for \_\_\_\_\_ (the "Student") to be absent from the following:

Date of absence (mm\dd\yr):  
 Event (please circle one):            Class            Activity            Both

Date of absence (mm\dd\yr):  
 Event (please circle one):            Class            Activity            Both

Date of absence (mm\dd\yr):  
 Event (please circle one):            Class            Activity            Both

Date of absence (mm\dd\yr):  
 Event (please circle one):            Class            Activity            Both

Date of absence (mm\dd\yr):  
 Event (please circle one):            Class            Activity            Both

Date of absence (mm\dd\yr):  
 Event (please circle one):            Class            Activity            Both

Guardian/parent agrees that neither ESL International Corporation nor any of its officers, directors, shareholders, employees or agents (collectively, "GV") shall be responsible for the student during the above noted absent day(s).

\_\_\_\_\_  
 Signature of Parent/Legal Guardian

\_\_\_\_\_  
 Date