

POLICIES

REFUND, TRANSFER & ADMISSIONS POLICIES - HAWAII

GENERAL REFUND POLICY

1. In this policy, the word “program” refers to the full cycle of studies to which the student registered. Extensions of studies will be treated separately.
2. To be considered for a refund, a student or agent can submit a completed Cancellation Form or notify the school of the cancellation by some other means.
3. For any study program changes resulting in a decrease in the number of English lessons per week (e.g. 20 lessons/week to 16 lessons/week) after enrollment has begun, there will be an one time study program change fee of \$110.
4. For specialized Activity Programs [e.g. Study tours, English Plus, etc.], there are no refunds for homestays, activities, airport transfers, or excursions, but only for tuition that is offered as per the normal Cancellation/Withdrawal policy [see below].
5. There are no refunds or make-up classes for classes missed due to holidays, graduation, orientation, natural disasters and/or other situations beyond the school's control.
6. If Global Village Hawaii cancels a program that a student registered for, and proficiently placed into, Global Village Hawaii will refund all monies paid by the student. If the student came through an agency, Global Village Hawaii will check with the student's agency for any other fees that they may assess.
7. If a student is dismissed from school for violating school policies, Global Village Hawaii will refund the student per the normal Cancellation/Withdrawal policy [see 10a below].
8. It is understood that students who register through travel agents have signed contracts with these agents that may include cancellation penalties, no refund policies, or home country refunds only conditions. In all cases regarding agent-sent students, Global Village Hawaii will confirm the conditions of agent-student contracts with travel agents before issuing any refunds.
9. Textbook fees will not be refunded once the books have been issued to the student. If a student has the same edition of textbook(s) from previous studies, the student may request a refund for the new textbook(s). The request must be made within the first week of studies. No refunds will be given beyond this period.
10. Cancellation/Withdrawal of Enrollment before the student's program start date or never attended class (no show):
 - 10.a Global Village Hawaii will refund all monies paid less the non-refundable fees: registration fee, accommodation placement fees, any actual housing costs incurred (including deposits) by Global Village Hawaii, express mail fees, and SEVIS related fees. However, if a student cancels within 72 hours of submitting the registration, Global Village Hawaii will refund ALL monies paid less non-refundable accommodation deposits, express mail fees and SEVIS related fees, if applicable. An amount not to exceed \$500 in identified non-refundable charges may be charged in the event of a student's cancellation. All refunds will be made within 45 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
 - 10.b Students Denied Visa/Entry: A student denied a student visa or entry into the United States will be given a full refund of all monies paid less non-refundable accommodation deposits, any actual housing costs incurred by Global Village Hawaii, express mail fees and SEVIS related fees, if applicable. An amount not to exceed \$500 in identified non-refundable charges may be charged.
11. Cancellation/ Withdrawal of Enrollment after the student's program start date:

For all cancellations, students can notify Global Village Hawaii by completing a Cancellation Form or notifying the school of the cancellation by some other means. If a student does not notify the school that he/she is withdrawing, Global Village Hawaii will check attendance records and if the student has been absent for more than 10 consecutive class sessions, the student will be dismissed from school and the student's I-20 Form will be terminated. Global Village Hawaii will calculate the student's refund (if applicable) based on the last day of attendance. Any money to be refunded will be mailed to student's home address or to their travel agent.

 - 11.a No refunds will be given for the first 4 weeks of the student's study program.
 - 11.b For students who cancel/withdraw after the first 4 weeks but before or at the midpoint of the student's study program, Global Village Hawaii may retain a prorated amount of tuition and other fees. For students who withdraw after the midpoint, Global Village Hawaii may retain all of the charges for the student's study program.
 - 11.c Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, Global Village Hawaii defines a partial week as if a whole week were completed, provided the student was present at least one day during the scheduled week.
 - 11.d Students who cancel/withdraw after completing the initial study program, but before or at the midpoint of any subsequent study program, GV Hawaii may retain a prorated amount of tuition and other fees up to the midpoint. For students who cancel/withdraw after the midpoint of any subsequent study program, GV Hawaii may retain all of the charges for that study program.
 - 11.e Refunds due students may not be applied toward future tuition fees.
 - 11.f Students who cancel/withdraw before the first 4 weeks or after the midpoint of the student's study program due to a death of an immediate family member (spouse, parent, grandparent, child, brother, sister, mother-in-law, father-in-law, or legal guardian), Global Village Hawaii will refund 50% of the student's unused tuition and refundable fees upon receiving official documentation of the immediate family member's death.

ACCOMMODATION REFUND POLICIES

12. Homestay:

Cancellation/Withdrawal before beginning of homestay:

 - 12.a All money will be refunded except for the non-refundable Accommodation Placement Fee and an Additional Placement Fee may be charged, if applicable.

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Cancellation/Withdrawal after beginning of homestay:

- 12.b The student should inform the Global Village Hawaii Accommodations Office in writing three weeks before the end of the homestay period if he/she decides to terminate the agreed homestay period. For cancellations made less than three weeks in advance, Global Village Hawaii may retain up to a maximum of 3 weeks of the homestay fee as a non-refundable fee.
- 12.c If the host family has failed to meet homestay conditions, then the Accommodations Office must be notified and given a chance to mediate and/or correct the problem(s). Only after the school's intervention, and if the problem(s) persist(s), the student will be moved to another homestay and there will be no refund given for the period of homestay already used. Only if no replacement homestay can be found will an accommodation refund be issued.

13. GVH Residences:

There are no refunds for the Kaimuki and Kapiolani residence rent, Accommodation Placement Fee, and other related fees once the room is confirmed for the student.

14. Apartments/Dormitories:

There are no refunds for apartment and dormitory security deposits if the student cancels their accommodation bookings before arrival.

- 14.a If written cancellation notice is given 30 days or more before the beginning of apartment check-in, all money will be refunded except for a \$35 apartment cancellation fee and the Accommodation Placement Fee.
- 14.b If written cancellation notice is given less than 30 days before the beginning of apartment check-in, Global Village Hawaii may retain any rent, security deposits, Accommodation Placement Fee and a \$35 apartment cancellation fee.

15. Airport Transfers:

Cancellation/Change before the date of the transfer:

- 15.a If written cancellation/change notice is given 2 weeks or more before the date of the arrival or departure transfer, the transfer fee will be refunded.
- 15.b If written cancellation/change notice is given less than 2 weeks before the date of the arrival or departure transfer, there will be no refund given for the transfer fee.

TRANSFER POLICY

16. Transferring to GV Hawaii: A bona fide non immigrant student enrolled as a full-time F-1 student may transfer to GV Hawaii. All GV Hawaii admissions procedures must be completed. In addition, transfer applicants must:
 - 16.a Notify current school of intent to transfer.
 - 16.b Have current school complete Global Village Hawaii's "International Student Transfer" form.
 - 16.c Submit a copy of current I-20 form (full-time students), passport, and all applicable Global Village Hawaii admission documents.
17. Transferring to Another School: Please talk to the Student Services Manager to complete the appropriate forms. The student may also need to have GV Hawaii complete forms from the new school (talk to the new school to see if any applicable forms are needed).

ADMISSIONS POLICY

Global Village Hawaii provides first-class English instruction to students who wish to enter American universities or study English for personal or professional reasons. Our mission is to provide a positive, supportive, and inspiring learning environment for English language students through our commitment to the highest standard of quality in the areas of academics, extra-curricular activities, accommodations and student services.

Global Village Hawaii offers a variety of adult (16 years and older) English language courses such as General English (8 levels), Business English, TOEFL/TOEIC Test Preparation, and Cambridge Preparation. Other specialized courses include English + programs [e.g. English + Surfing, Hula]; Options Program [5 lessons per week, e.g. IELTS, TOEIC, TOEFL Preparation, Hawaii, Pronunciation and Conversation]; private and semi-private lessons.

Global Village Hawaii also offers youth and junior English language programs such as the Cambridge Young Learners of English Program (YLE) and the Cambridge Teen Learners of English (TLE). Recommended ages for YLE students are from 7 to 12 years old while the TLE is recommended to students of the ages 12 to 17 years old. Private and semi-private lessons are also available for youth and junior students.

Students must comply with the Department of Homeland Security and U.S. Department of State regulations and meet the required skill level necessary for entry into a particular course or level. Students are evaluated with placement tests or academic counseling (for special needs students) on the student's first day of school to determine the appropriate course and level. Please see the below admission requirements for each course.

Course Admission Requirements:

- The General English Program (GEP) offers 8 levels from Beginner to Advanced Student class level is based on a placement test and/or academic counseling.
- The Cambridge Program requires a minimum score of 45% on the Entrance Test or successfully passing the next lowest Cambridge exam within two years to be considered an automatic placement.
- The Business English Program (BEP) requires minimum proficiency of Level 5 or 500/173/61 TOEFL equivalent for admission.
- The TOEIC Test Preparation Program requires a minimum proficiency of Level 4 or 450/133/45 TOEFL equivalent for admission.
- The TOEFL Test Preparation Program requires a minimum proficiency of Level 5 or 500/173/61 TOEFL equivalent for admission.
- The Cambridge Young Learners of English Program (YLE) and Cambridge Teen Learners of English Program (TLE) do not require a minimum level of English.

Global Village Hawaii has 13 study blocks per year and each study block is normally four weeks. Enrollment is open year round for all courses except for the Cambridge (offered three times per year), Cambridge Young Learners of English, Cambridge Teen Learners of English, and TOEFL Test Preparation Program; however, students are encouraged to begin their studies on the first day of the study block. Global Village Hawaii students are allowed a maximum of 36 months of instruction.

International students studying 18 or more hours per week (e.g. 25 lessons per week course) are required to obtain a student visa (F-1). Student visas are not required for students studying less than 18 hours per week (e.g. 16 or 20 lessons per week courses). Visa regulation information is available at the following websites.

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- U.S. Department of State: <https://travel.state.gov/content/visas/en.html>
- U.S. Department of Homeland and Security: <https://studyinthestates.dhs.gov/>
- U.S. Embassy: <https://www.usembassy.gov/>

Global Village Hawaii does not discriminate with regard to race, color, national origin, ethnicity, sex, religion, sexual orientation, marital status, age, political opinion, immigration status, or disability.

Admissions Process for Non-Student Visa [F-1] students:

For courses with 21 lessons (or less) per week (less than 18 hours per week)

1. Submit a completed Global Village Hawaii Registration Form online or by email, fax, mail, or in person.
2. An Admissions Deposit of USD \$500 is required to process the student's registration. Also, any accommodation deposits must be paid at this time to secure the student's room. Contact the school for availability.
3. Global Village Hawaii will send the student an invoice of the remaining balance and a letter of acceptance by email or fax to confirm the registration.
4. Remaining balance of the student's tuition, accommodation and other fees must be paid by the first day of the student's studies. Payment may be made by credit card, wire transfer, money order, or bank draft. Additional bank charges may also apply. Contact the school for payment installment plan options.

Admissions Process for Student Visa [F-1] students:

For courses with 22 lessons (or more) per week (18 hours or more per week)

1. Submit a completed Global Village Hawaii Registration Form online or by email, fax, mail, or in person. In addition to the Global Village Hawaii Registration Form, the student will need to submit the following items for the school to issue an I-20 Form.
 - 1.a A photocopy of the student's valid passport
 - 1.b Financial statement from the student's bank or the student sponsor's bank verifying funds of at least USD \$2,800 for each month of study. For example, if the student will be studying for 6 months, the financial statement will need to show at least USD \$16,800.
2. An Admissions Deposit of USD \$500 is required to process the student's registration. Also, any accommodation deposits must be paid at this time to secure the student's room. Contact the school for availability.
3. Once all the above admissions items are submitted, Global Village Hawaii will send the student's I-20 Form by mail within 5 business days. The school will not be responsible for any express courier charges.
4. After the student receives the I-20 Form from Global Village Hawaii, the student will need to pay the SEVIS fee (I-901) online at: www.fmjfee.com and print out the SEVIS fee payment receipt for the Student Visa interview. More information about the I-901 fee can be found at <http://www.ice.gov/sevis/i901/index.htm>.
5. Then, make an appointment at the nearest U.S. Embassy in the student's home country for a Student Visa interview.

The student should bring their I-20 Form, SEVIS I-901 receipt and other documents required by the U.S. Embassy. Global Village Hawaii will also send an invoice of the remaining balance and a letter of acceptance by email or fax confirming the registration. The original copy may be mailed upon request.

6. The remaining balance of the student's tuition, accommodation and other fees must be paid by the first day of the student's studies. Payment may be made by credit card, wire transfer, money order, or bank draft. Additional bank charges may also apply. Student visas may take two months or more to process.

LEAVE OF ABSENCE POLICY

Global Village Hawaii students must request a leave of absence by completing and signing the Leave of Absence Request Form at least 5 working days prior to the start date of the leave of absence (LOA), unless unforeseen circumstances prevent the student from doing so. The students must specify a reason for the leave and date the LOA Request Form. Approval of the LOA will be documented by the Student Services Manager's signature on the LOA Request Form and a copy of the form will be made available to the student. If the student does not report to school at the end of the LOA, he/she will be dismissed from school and student visa holders will have their SEVIS record terminated based on the last day of attendance. The Global Village Hawaii Cancellation Policy will be applied based on the student's last day of attendance. Students requesting a LOA normally do not receive a refund for the period of the leave and there will not be any additional charges as a result of the LOA.

Global Village Hawaii approves written requests for Leave of Absence (LOA) of up to 4 weeks for students who are in good standing and have studied for 20 consecutive weeks. LOAs are approved in weekly segments from Monday to Friday. Students in good standing are defined as students who are not on probation or have a Student Learning Plan (SLP). Students in long-term programs such as the Academic Year Program and Semester GAP, which have vacations or leaves of absence already built into the program, will not be eligible to take additional leaves of absence except for emergency leaves of absence. Accrued LOA must be used within a year of being earned.

Emergency leaves of absence may be granted due to:

1. Medical Leave: Students needing medical attention for illness or health conditions may take a LOA of two weeks or more and must provide a doctor's note upon return from their leave of absence. Failure to bring a doctor's note will result in marking the days missed from school as absent.
2. Family Emergency: Examples include but are not limited to death of a family member; severely ill or hospitalized family member; or other events determined applicable. Special exceptions can be made for non-family members depending on the type of relationship with the student.

Students will need to see the Student Services Manager for approval of their requested leave of absence. Any approved leave of absence may consist of multiple leaves of absences provided the total leave does not exceed 90 calendar days in a 12 month period or 50% of the student's program length, whichever is shorter. Students requesting an extended leave of absence of more than 4 weeks may require retesting of the Proficiency Test upon return from the leave of absence.

The length of the leave of absence may be extended provided all the conditions above are met. To extend, a written request must be given to the Student Services Manager for his/her signature and approval prior to the end of the current LOA. A copy of the form will be provided to the student either upon his/her return to school or by email or fax.