

PAGES: 8 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 Cambridge Young Learners of English (YLE) program 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 2-6)
  - Parent/Legal Guardian Accommodations Addendum for Underage Student (p. 5).
    - I. Required for students staying in GV Hawaii Accommodations.
  
3. Underage Leave of Absence Letter (Page 7)
  - Required for students who have planned in advanced for future absences from school or activities.
  
4. YLE Child Pick-up Authorization Form. (Page 8)

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

**Registrar**  
**Global Village Hawaii (GV Hawaii)**

# **GV Hawaii Underage Agreement Form** (9/8/2023)

## **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: \_\_\_\_\_

**\*If you leave these fields blank, then please bring your Hawaii address and Hawaii phone number (If you have a cell phone, then 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.**

**2. YLE PRETEST SCORE:** \_\_\_\_/15 (Starters, Movers, Flyers)

Please have your child take the below online YLE pretest and enter their score above. Test scores/results are not automatically sent to GV Hawaii.

<https://www.cambridgeenglish.org/test-your-english/young-learners/>

## **3. ACTIVITIES**

GV Hawaii offers many activities to students in addition to English language instruction. Examples of activities include but not limited to swimming, hiking, sightseeing, sports, etc.

- a. Are there any school sponsored activities that you **do not** wish your child to participate in? YES NO

If yes, please list: \_\_\_\_\_

(The student won't be able to participate in any of these activities unless GVH receives written approval from the parent/legal guardian)

- b. Is the student able to swim without a life vest? YES NO

(If no, the student won't be able to go into the ocean/water and wear swimsuit during Beach Activities)

I hereby give permission for \_\_\_\_\_ (the "Student") to engage in all activities and programs offered by GV Hawaii, except as noted. **GV Hawaii does not allow the parent/s to join any activity or take any photos/videos.**

GV Hawaii or its representative (e.g. staff, homestay family, etc.) has my permission to seek medical treatment including routine tests, x-rays, hospitalization, injections, anesthesia, or surgery for the Student.

(Signature of Parent or Legal Guardian)

**4. MEDICAL INFORMATION**

1) **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.**

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

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

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c) Are there any special psychological or physical limitations this student has of which we should be aware? If yes, please explain.  YES  NO

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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

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e) Is this student currently taking medication and/or receiving treatment?  YES  NO

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f) Does this student have any history of loss of consciousness, convulsions, concussions, epilepsy or diabetes?  YES  NO

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g) Does this student have any allergies (e.g. food, drug or environmental)?  YES  NO  
**(In case of any food allergies, GV Hawaii won't be able to provide school lunch)**

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h) Has this student ever required any psychiatric counselling/hospitalization?  YES  NO

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i) Is there any additional health information of which we should be aware of? If yes, please describe.  YES  NO

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## 5. UNDERAGE STUDENT CODE OF CONDUCT

- 1) Attend class regularly; participate in class; come on time and complete all projects.
- 2) Help keep classroom/s clean.
- 3) If student is ill and cannot come to school, student must stay at their homestay family's house or own accommodations 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 notify the school in writing such as completing the Underage Leave of Absence Form before the leave of absence begins.
- 4) 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].
- 5) Students who arrive to class/activity more than 15 minutes after the start of class/activity are considered absent and may not enter the classroom or join the activity without authorization from the Director of Academics/Student Services Coordinator.
- 6) 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 Student Handbook.
- 7) Inform the Student Services Manager and/or Director of Academics of any changes in your study plans.
- 8) Inform the Accommodations Department of any changes in your accommodations plans.
- 9) Respect staff, faculty and other students.
- 10) 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 GV Hawaii accommodations.
  - 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.

## 6. 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 your 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 – ON CAMPUS ATTENDANCE

In consideration of and as an essential inducement to the agreement by Global Education Systems LLC (doing business as Global Village Hawaii) to allow the student named below ("**Student**") to attend classes at Global Village Hawaii, the undersigned, as the legal guardian ("**Guardian**") of the Student, hereby agrees as follows:

- 1) Guardian understands that there are risks incident to attending school on-campus 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.

- 2) Guardian agrees that neither Global Education Systems LLC 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 Student's attendance on-campus.
- 3) Guardian understands that there will be periods of no supervision of the Student (i.e. bus rides to school and when home alone at the accommodation). Guardian also understands that the Student will be released after each class accompanied by the person/s authorized to sign the student out.
- 4) 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 attendance on-campus.
- 5) Guardian understands, agrees, and hereby assumes the risk that Student's attendance on-campus could expose Student to illnesses, including but not limited to COVID-19.
- 6) Guardian further understands, agrees, and hereby assumes the risk that Student may be infected by illnesses, including but not limited to COVID-19 while attending school in person on campus.
- 7) Guardian agrees to assume full responsibility to care for Student in the event of Student's death, injury, sickness, damage, accident, or other incident arising out Student's attendance on-campus.
- 8) In the event of Student's death, injury, sickness, damage, accident, or other incident arising out of Student's attendance on-campus, Guardian agrees to assume full responsibility of paying for any and all costs associated with Student's care, including but not limited to costs associated with traveling to Hawaii to take care of Student.
- 9) 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.
- 10) 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 Parent/Guardian
Date: _____	Global Education Systems LLC By: _____ Name: Title:

**AGREEMENT AND WAIVER OF CLAIMS BY LEGAL GUARDIAN – ADDITIONAL ACTIVITIES**

Participation in the above additional activities is wholly voluntary, and Global Education Systems LLC (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 Global Education Systems LLC 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).
2. Guardian agrees that neither Global Education Systems LLC 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.
3. 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.

4. Guardian agrees to assume full responsibility to care for Student in the event of Student's death, injury, sickness, damage, accident, or other incident arising out of any activity, including but not limited to said additional activities.
5. Guardian agrees to assume full responsibility of paying for any and all costs associated with Student's care, including but not limited to costs associated with traveling to Hawaii to take care of Student, in the event of Student's death, injury, sickness, damage, accident, or other incident arising out of any activity, including but not limited to said additional activities.
6. 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.
7. 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 Parent/Guardian

Global Education Systems LLC

Date: \_\_\_\_\_ 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:

1. 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)
2. The student will not invite guests back to the home without the permission of the homestay.
3. Unless on a school-sponsored activity, the student must return to the confirmed room every night.
4. The student may not drink alcohol or use illicit substances or abuse prescription medications.
5. The parent/legal guardian of the student must have filled out the Medical Instructions Form above.
6. 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 Department will be contacted immediately.
7. 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.
8. In the case of a change or dismissal 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 the associated costs. Should the student be dismissed from the applicable accommodation/s, the student in turn may also be dismissed from school and will have to return to their home country immediately.
9. 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 Global Education Systems LLC 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

To account for all Cambridge YLE students and ensure a safe and secure pickup from Global Village Hawaii, please complete this form. All Cambridge YLE students should be dropped off at school before the activity or lesson begins and **promptly picked up at school at 5:00 pm**. Person/s picking up a student must be authorized by the parent/guardian. The authorized person/s may be required to show their ID and sign out the student before the child is released.

Late pick-up fees: **If your child is picked up from 5:20-5:30 pm, then there is a \$10 late fee. If picked up after 5:30 pm, there is an additional \$50 late fee for every 10 minute interval** (e.g. 5:35 pm pickup = \$60 total late fee, 5:41 pm pickup = \$110 total late fee, etc.).

Student's name (please print): \_\_\_\_\_

**Main pick-up person:**

Name: \_\_\_\_\_

Hawaii Address: \_\_\_\_\_

Relationship:    Parent            Family Relative            Friend            Other: \_\_\_\_\_

Cell Phone: \_\_\_\_\_            Email Address: \_\_\_\_\_

**Additional persons (if any) who may pick up your child:**

Person #1 name: \_\_\_\_\_

Hawaii Address: \_\_\_\_\_

Relationship: \_\_\_\_\_            Cell Phone: \_\_\_\_\_

Person #2 name: \_\_\_\_\_

Hawaii Address: \_\_\_\_\_

Relationship: \_\_\_\_\_            Cell Phone: \_\_\_\_\_

In case of a last-minute change or addition of a new authorized pick up person, please send an email from a parent/guardian/agent's email address authorizing your child's release to the new person. The school reserves the right to not release students to anyone, under any circumstance, other than to authorized person/s.

By signing below, I understand and agree to above terms and conditions and declare to the best of my knowledge that the above information submitted is true, correct, and complete.

Parent/Legal Guardian Signature: \_\_\_\_\_            Date: \_\_\_\_\_