



NATIONAL HISPANIC INSTITUTE

ATTN: NHI ADMISSIONS, P.O. BOX 220, MAXWELL, TX 78656, USA
512-357-6137 (TEL.); 512-357-2206 (FAX); ADMISSIONS@NHMAIL.COM

2016-2017 PARENT RELEASE FORM & FINANCIAL POLICY AGREEMENT

The National Hispanic Institute (NHI) is a tax exempt, private 501(c) 3 non-profit organization that provides educational service in leadership development. Its offices are located at 472 FM 1966, Maxwell, Texas, USA, about 26 miles southeast of Austin. NHI does not depend on public or private grants. The majority of its funding comes from the student registration fees paid by parents or local community sponsors. To keep these fees within reach of most family and community capacities, the Institute also relies heavily on student and adult volunteers and the generosity of host colleges and universities that realize the value of the training and services NHI students receive. For most students, the NHI experience occurs during the summer months. However, much of the work in preparing the programs occurs over the course of the year. In order to adequately plan and prepare for the programs, NHI has developed the following policies regarding student registration fees:

1) Summer 2017 Application Fee

- a. All students must submit a \$20 non-refundable application fee with their online or paper application to an NHI program. Please visit www.nationalhispanicinstitute.org to submit your program application or download a physical copy.
b. Because NHI begins to service students upon applying to the program (reservations with universities, hotels, orders, etc.), the \$20 application fee and \$150 deposit are non-refundable. If a program nears capacity, admission will be considered in the order in which their deposit is received.
c. Credit card payments are subject to a 3% fee; ACH/e-checks, money orders, and cash are strongly encouraged to avoid fees.

2) Summer 2017 Deposit and Payments

- a. Once a student has been accepted, the family will be asked to submit a \$150 deposit NO LATER THAN TEN (10) DAYS AFTER THE ACCEPTANCE DATE.
b. Final tuition payment arrangements must be settled with NHI's business office for the full balance NO LATER THAN 60 DAYS AFTER THE ADMISSION DATE.
c. In cases where space is available, payment plans may exceed the 30 days beyond the final tuition payment date, however, a payment plan must be made directly with the NHI Business Office at accounts@nhimail.com and NHI employee (program director) after notice of acceptance is received.
d. Credit card payments are subject to a 3% fee; ACH/e-checks, money orders, and cash are strongly encouraged to avoid fees.

3) Summer 2017 Withdrawal

- a. If a student is unable to attend his/her 2017 Summer Program, please note that expenditures have already been made by NHI in staff time, developing a record, communications, reservations with universities, etc. The funds we receive automatically initiate these processes, and therefore we uphold a scaled refund policy. Students may request a refund of their program tuition (less the \$20 application fee and \$150 deposit) on a pro-rated basis (see table below), provided the request is received in writing or by email NO LATER THAN THE LAST DAY OF EACH MONTH.

Table with 12 columns: Month (OCT, NOV, DEC, JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG) and Tuition refundable (90%, 80%, 70%, 60%, 50%, \$0, \$0, \$0, \$0, \$0, \$0)

- b. The request can be made: 1. Online in the student's personal account by selecting Summer Cancellation; 2. Sent to the National Hispanic Institute Business Office at P.O. Box 220, Maxwell, Texas 78656, in writing or via fax to 512-357-2206, or; 3. scanned/emailed to accounts@nhimail.com. Include the student's first and last name, the name of the person making the request, the reason for the request, the date, and the address where a response can be mailed or an email address.
c. Verbal telephone requests cannot be considered.

4) Third Party Tuition Sponsorship or Donation

- a. If a student's registration was paid by a third party (school district, non-profit organization, or sponsor) and the student withdraws from the program, the third party donor may transfer that program tuition (less the \$20 application fee and \$150 deposit) to an alternate student provided that the student meets the requirements for admission to an NHI program and there is space. Transfers can only be made during the same program year. Funds that are not used that year will be forfeited.
b. Students who confirm their attendance and are no-shows will not be able to access refunds for their sponsors/donors.

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KEEP A COPY OF BOTH PAGES FOR YOUR RECORDS



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**5) Acknowledgment of Risk**

I am fully aware as the authorizing parent that there are inherent risks to my child's involvement in this activity, including but not limited to: bodily injury or harm, sickness or disease, emotional distress, stress induced or related illness or death to persons whether arising on account of a particular physical or mental activity, requirement, or demand that arises directly or indirectly in connection with the performance of any physical or mental activity initiated by NHI, its subsidiaries, affiliates, successors, and any or all of their employees, volunteers, contractors, members, agents, owners, and directors.

**6) Permission to participate in Recreational Activities**

This further certifies that I, the undersigned parent, in consideration for the benefits to be derived by our son/daughter, do certify that he/she may participate in any normal and routine recreational or exercise programs of the National Hispanic Institute.

**7) Waiver of Liability**

I hereby release the National Hispanic Institute, its officers, agents, instructors, employees and volunteers for any and all illness, injury or accident incurred or suffered by said son/daughter while traveling to, attendance at, or participation in the program from the time of his/her departure from home until his/her return thereto.

**8) Media Authorization**

I hereby authorize the National Hispanic Institute to allow the use of promotional photography and video graphic images of this minor. I also authorize the use of recordings and/or transcripts of interviews or comments made by my son/daughter.

**9) "Celebración 2017" Participation**

In the event my child is invited to attend Celebración 2017, I authorize this parent release permission form to have full force and effect during that program in addition to the 2017 summer program attended by my child.

**10) I acknowledge the "2016-2017 Parent Release Form and Financial Policy Agreement", Numbers 1 – 10 from page 1 and page 2.**

To submit this form, LOG IN to [www.nationalhispanicinstitute.org](http://www.nationalhispanicinstitute.org) with your student's email/password and upload this form in Summer Application Step 2. You can also send it to:  
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 at [www.nationalhispanicinstitute.org](http://www.nationalhispanicinstitute.org). You can also fax it to 512-357-2206 or scan/email to admissions@nhmail.com

**A. Acknowledgment of Financial Policy**

I certify that I have received a copy of NHI's 2016-2017 Financial Policy Agreement and agree to the terms of the policy. This also includes Celebración 2017, should my child be eligible to attend.

**Furthermore:**

- a. I understand that the program registration fee is refundable (less the \$20 application fee and \$150 deposit) on a pro-rated basis (see below), provided my request is received to [admissions@nhmail.com](mailto:admissions@nhmail.com) by the last day of each month. \_\_\_\_\_ (initial)

Month	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Tuition Refundable	90%	80%	70%	60%	50%	\$0	\$0	\$0	\$0	\$0	\$0

- b. I understand that all qualified refunds may be issued through August 31, 2017. \_\_\_\_\_ (initial)
- c. I understand that if I pay for a 2017 program and withdraw, my payments are not transferrable to NHI in 2018. \_\_\_\_\_ (initial)

**B. Authorizing Signatures**

I, as the authorized parent/guardian, certify that the information contained in 2016-2017 Parent Release and Financial Policy is true and correct. I understand and agree to the stipulations of the student's financial payments and participation in the program as stated in this release. I understand this is a fully supervised program of the National Hispanic Institute and that the program tuition DOES NOT include transportation to and from the program site, the local airport/bus/train station transportation fee of \$45, (for LDZ Las Americas, the \$25 Activity Fee), and may not include costs of \$15 or for reading materials, unless otherwise stated.

\_\_\_\_\_  
 Full Name of Student

Program: \_\_\_ Great Debate \_\_\_ LDZ \_\_\_ CWS \_\_\_ Celebración

\_\_\_\_\_  
 Name of Parent/Guardian

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date