



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

2019-2020 PARENT RELEASE & 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 2020 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 2020 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. Both the deposit and the final tuition payment are due in full by the deadline indicated in your admission paperwork. Parents/sponsors needing alternate arrangements to pay on dates that exceed the deadline should arrange a PAYMENT PLAN with the NHI business office in Maxwell, Texas, at 512-357-6137, M-F, 900am-12:00pm; 1:30pm-5:00pm, and/or (if available) online under the student's profile prior to the student's assigned tuition deadline to safeguard the student's spot.

3) Summer 2020 Withdrawal

- a. If a student is unable to attend his/her 2020 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 by NHI Headquarters in Maxwell, Texas, by the parent NO LATER THAN THE LAST DAY OF EACH MONTH. ****DO NOT CANCEL THROUGH COMMUNITY VOLUNTEERS. THE REFUND POLICY IS STRICTLY ADMINISTERED BY NHI IN MAXWELL, TEXAS, AND CANNOT BE PROCESSED OR AUTHORIZED BY THIRD PARTIES.**

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. 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 admissions@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 and there is space. Transfers can only be made during the same program year through August 31. Funds that are not used by August 31 are contributed to NHI's scholarship fund.
- b. Students who confirm their attendance and are no-shows will not be able to access refunds for their sponsors/donors.

(PAGE OVER) KEEP BOTH PAGES FOR YOUR RECORDS



2019-2020 PARENT RELEASE FORM & FINANCIAL POLICY AGREEMENT (CONT.)

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 2020" Participation

In the event my child is invited to attend *Celebración 2020*, I authorize this parent release permission form to have full force and effect during that program in addition to the 2020 summer program attended by my child.

10) Use of Lists

I am aware that this minor's name and contact information will be circulated to NHI's College Register members for purposes of college outreach and recruitment. I am further aware that this minor's name and home town may be circulated to media for publication purposes.

11) Zero Tolerance Policy

I acknowledge that the National Hispanic Institute has a Zero Tolerance policy for the use of alcohol and/or illegal drugs. Any participant or volunteer who is found to be under the influence of alcohol and/or illegal drugs while participating in an NHI sponsored activity will be sent home at their own expense. Minors will be sent home at the expense of their parents or guardian. No tuition refund will be given. Possession of illegal drugs will be referred to the local police.

12) Weapons

The possession of firearms or illegal weapons is prohibited at all NHI programs. Violations of this policy may result in the participant or student volunteer being sent home from the program. No tuition refund will be given.

13) Harassment

Harassment – verbal, physical, threats, or through defamation of character in public or through social mediums -- will not be tolerated. Students engaging in harassment may be sent home and suspended from further participation with NHI. No tuition refund will be given.

14) Unbecoming Conduct

In the event my child displays inappropriate conduct during the program, such as but not limited to, destruction of property, disruption of program activities, bullying, theft, leaving the campus or the group activities without advising mentors, or violating curfew, I understand that it is NHI's right to ask my student to leave the program at the parent/guardian's expense. No tuition refund will be given.

15) Sexual Harassment or Activity

Sexual contact or harassment between participants is prohibited. Participants found to have engaged in sexual contact or harassment may be asked to leave the program. Sexual contact or harassment between participants and volunteers is prohibited. If such contact or harassment occurs, the volunteer will be removed from the program immediately. Depending on the nature of the contact and the ages of the participant and volunteer, the incident may be reported to the local police. No tuition refund will be given.

16) Suspension of Future Participation

Any participant or volunteer who violates any of the above policies will be suspended from future participation in any NHI programs or activities. After a minimum period of six months, a suspended participant or volunteer may apply for reinstatement. NHI maintains sole discretion as to the potential reinstatement. Participants or volunteers may be required, at their own expense, to complete additional training and/or counseling or to be under close supervision as a condition of reinstatement.

17) Acknowledgement

I acknowledge the "2019-2020 Parent Release Form & Financial Policy Agreement", Numbers 1 – 17 from page 1 and page 2. I will agree to these terms on the "NHI Medical Authorization, Parent Release & Financial Policy Signatures."