



www.BSL808.com

Today's Date: \_\_\_\_\_

# Computer Classes Application

**Main Office & School:** (Kapiolani Business Plaza) 1580 Makaloa St. Suite 825, Honolulu, HI. 96814

**Telephone:** (808) 952-0712

Cash or a check payable to: **Bilingual System Links LLC**

Mail your check & application to: **P.O. Box 23355, Honolulu, HI. 96823-3355**

<b>Name:</b>		<b>Occupation Company:</b>	
<b>Address:</b>		Adults (Under 60 years old) <input type="checkbox"/>	Senior (60 years and older) <input type="checkbox"/>
		<b>Date of Birth:</b> _____ (ID required on the first day.)	
<b>Telephone</b>	<b>Home:</b>	<b>Work:</b>	
	<b>Cellular:</b>	<b>Emergency Contacts:</b>	
		Relation: _____ Name: _____ TEL: _____	
		Relation: _____ Name: _____ TEL: _____	
		Relation: _____ Name: _____ TEL: _____	
<b>Email:</b>			

**Course Name:** \_\_\_\_\_ **Day:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>What do you want to learn?</b>			
<b>Computer Experience: What skills do you have?</b>	When did you start using the computer? _____, _____ years		
	Have you ever studied at other schools? _____		
	Internet iPad	Email Facebook	Word Twitter
	Excel iPhone	PowerPoint Others:	Digital Camera Photo Editing
<b>Do you have a computer?</b>	PC (Windows)	Macintosh (Mac)	Desktop Laptop
<b>What is your operating system?</b>	Windows XP Windows 7	Windows Vista Others: _____	Mac OS: 7 8 9 10.1/10.2/10.3/10.4/10.5/10/6/10.7 Others: _____
<b>Who is your Internet Provider?</b>	Clear	Roadrunner	Hawaiian Telcom Mobi Others:
<b>Will you be bringing your computer to class?</b>	Yes, I will bring my laptop/desktop.		No, I want to borrow your computer.
<b>How did you know about this school?</b>	Honolulu Star Advertiser	Midweek	NikkanSun Other: _____
	Referral : Name: _____		Others: _____

I have read and acknowledge the \*terms and conditions stated on page 2 of this application form.\*Terms and conditions are subject to change

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Terms and Conditions**

**Please read the following rules & regulations carefully. Students violating any rules or regulations will be asked to withdraw from class. No refund will be provided. We reserve the right to refuse services to anyone.**

- 1.** One course consists of three (3) two-hour sessions or six (6) one-hour sessions, depending on the courses provided. **Cancellation policy:** **One week prior to the start of the 1st session.** Medical emergencies will be approved only if a Doctor's note is provided. Classes will be closed on major holidays announced by the instructor. Classes are subject to be rescheduled due to unforeseen circumstances beyond our control. Students will be advised promptly.
- 2.** **Payment Policy:** Full prepayment is due **one week** prior to your first class session. Please make checks payable to: **Bilingual System Links LLC** or by \*cash payment. Please submit this application together with your payment. If you plan to make \*payments at our office, please call ahead to schedule a time. **Refund Policy:** Full refund: 7 days prior to the first session. A \$25.00 service fee will be assessed for returned checks. Re-scheduling for the computer Ohana Salon is enabled if your notification to us is before the stated deadlines in our leaflets. A doctor's or a police note will be required for cancellation due to emergencies.
- 3.** **Beginner's Level** will cover : basic Keyboard, Windows Basics, Internet, Email, Word Basics, Beginner II will cover more advanced skills for the fore-mentioned subjects.  
**Intermediate Level** will cover : Word Intermediate, Excel, Digital Camera, Photo editing basics and PowerPoint.  
**Computer Ohana Salon on Wednesday & Thursday:** A Review Practice Session for Beginners, Intermediate level students, or for students currently attending sessions. Advanced level students can be accommodated with private classes only.
- 4.** Individuals are encouraged to bring their own laptop only if in working condition and with Anti-Virus software. Please refrain from discussing any personal computer problems during our group sessions. We will not be able install software, configure settings or repair your computer during sessions. If you require repairs for your computer, you will be offered a special student rate if you bring your computer to our office. On site repairs fee are also available upon request.
- 5.** Any copying, forwarding, scanning or printing of materials provided by Bilingual System Links LLC used for programs, files, class materials, or textbooks are strictly prohibited. Voice recorders or camcorders will NOT be allowed. In case of any damage, loss of items or misuse of equipment belonging to Bilingual System Links LLC, the individual responsible will compensate Bilingual System Links for any loss or damage.
- 6.** No personal business transactions involving products or services will be conducted on our premises. Solicitations to other students or instructors are strictly prohibited.
- 7.** Bilingual System Links LLC reserves the right to refuse or ask a student to terminate attending a class if Bilingual System Links LLC feels that the student is responsible for any disorderly conduct, or misconduct towards other students. No refund will be provided.
- 8.** Bilingual System Links LLC will not be responsible for any personal lost/stolen items in or outside the premises of Bilingual System Links LLC or at remote teaching locations. Bilingual System Links LLC will not be responsible for any injuries, accidents, and illness or death during and outside the class premises.
- 9.** If in case of a medical emergency during any session, you will authorize Bilingual System Links LLC to call medical emergency service (911) and to notify your emergency contact(s) that was provided on your application form.
- 10.** Individual agrees to defend, indemnify and hold Bilingual System Links LLC harmless from all claims demands and causes of action, caused directly or indirectly by the services and events performed or rendered by Bilingual System Links LLC.