



NATIONAL HISPANIC INSTITUTE
2011-2012 Financial Policy

The National Hispanic Institute 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:

- I. Students must submit a \$20 application fee with their application to an NHI program.
II. Once a student has been accepted, the family may indicate whether it wants one of two payment plans.
A. The REGULAR PLAN includes a \$100 deposit to secure the applicant's place in the program and a lump sum payment.
a. Payment 1 - \$100 deposit must be submitted NO LATER THAN TEN (10) DAYS AFTER THE ACCEPTANCE DATE.
b. Payment 2- LUMP SUM FINAL PAYMENT MUST BE SUBMITTED WITHIN FORTY (40) DAYS AFTER THE ACCEPTANCE DATE.
B. The EXTENDED PLAN includes a \$100 deposit plus a \$100 placeholder fee (total of \$200) and two equal payments.
a. Payment 1- \$100 deposit and a \$100 placeholder fee must be submitted NO LATER THAN TEN (10) DAYS AFTER THE ACCEPTANCE DATE.
b. Payment 2- A payment of half of the remaining balance must be made WITHIN FORTY (40) DAYS AFTER THE ACCEPTANCE DATE.
c. Payment 3- The second half of the remaining balance must be made WITHIN SEVENTY (70) DAYS AFTER THE ACCEPTANCE DATE.
III. If a program nears capacity, students will be considered in the order in which their deposit is received.
IV. The remaining balance of the registration fee for the program is due no later than THE DATES STATED ON THE STUDENT STATUS FORM INCLUDED WITH THE LETTER OF ADMISSION. PAYMENTS MADE AFTER THE FINAL DEADLINE ARE SUBJECT TO A \$35 LATE FEE.
V. The \$20 application fee, \$100 deposit, and \$100 placeholder fees are NON -REFUNDABLE.
VI. If a student is unable to attend his/her NHI program, s/he may request a refund of his/her program registration fee (less the \$20 application fee, the \$100 deposit and (if applicable) \$100 placeholder fee) 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 OR APRIL 30th.

Table with 11 columns (OCT to AUG) and 2 rows showing percentages and dollar amounts for refund requests.

The request should be sent to the National Hispanic Institute Business Office at P.O. Box 220, Maxwell, Texas 78656 or 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.

- VII. Telephone requests cannot be considered.
VIII. If a student's registration was paid by a school district or non-profit organization, the district or organization may transfer that registration (less the application fee and deposit) to an alternate student by April 30th, provided that the student meets the requirements for admission to an NHI program. Students who confirm their attendance and do not participate will not be refunded or transferred.

(KEEP FOR YOUR RECORDS)



NATIONAL HISPANIC INSTITUTE

2011-2012 Parent Release Form & Financial Policy

(Fax to 512-357-2206; email to admissions@nhimail.com; mail to NHI, PO Box 220, Maxwell, TX 78656)

1) 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.

2) 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.

3) 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.

4) 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.

5) Acknowledgment of Financial Policy

I certify that I have received a copy of NHI’s 2011-2012 Financial Policy and agree to the terms of the policy. I elect to pay the following way:

_____ Regular Plan (\$100 in 10 days & final lump sum payment in 40 days)

_____ Extended Plan (\$200 in 10 days, ½ balance in 40 days & ½ balance in 70 days)

Authorizing Signatures

I, as the authorized parent/guardian, certify that the information contained in 2011-2012 Parent Release and Financial Policy and the accompanying Medical Release Form is true and correct. I understand and agree to the stipulations of the student’s application 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 cost DOES NOT include transportation to and from the program site and may not include costs of \$20 or less for reading materials, unless otherwise stated.

Full Name of Student

Program: ___ Great Debate ___ LDZ ___ CWS
 ___ Celebracion ___ Volunteer ___ Other

Name of Parent/Guardian

Signature