



# Higher Etiquette & Mentoring Institute

## ETIQUETTE CLASSES

### Pre-Registration Form

Date:

Client's Name:

Birth Date:

Age:

Gender:

Address:

City:

State:

Zip Code:

Mother's Name:

Home Phone:

Cell:

Preferred email:

Father's Name:

Home Phone:

Cell:

Preferred Email:

Emergency Contact:

Phone:

Client's School:

Client's Grade:

#### INITIAL THE FOLLOWING GUIDELINES:

\_\_\_\_ I, hereby give my consent for the above named child to participate in pictures solely for the purpose of advertising for HEMI. Should I (or my child) decide to withdraw I agree to notify the HEMI in writing. I acknowledge funds will not be refunded after the first class is conducted.

\_\_\_\_ I, the parent/guardian of the above named applicant hereby authorize a HEMI representative to seek and sign for medical treatment for my child in an emergency situation if am not present.

\_\_\_\_ I hereby pledge to pick up child(s) promptly after class. Respect the authority of the trainer and any decisions or assignments made regarding etiquette training. I will adhere to the policy, teach & display the Six Pillars of Character: **Trustworthiness, Respect, Responsibility, Fairness, Caring, & Citizenship.**

#### REQUESTED SCHEDULE

**Kindly list at least three days and time frame you would like to attend class in order of preference.**

1<sup>st</sup> Preferred Day \_\_\_\_\_

Time Frame: \_\_\_\_\_ TO \_\_\_\_\_

2<sup>nd</sup> Preferred Day \_\_\_\_\_

Time Frame: \_\_\_\_\_ TO \_\_\_\_\_

3<sup>rd</sup> Preferred Day \_\_\_\_\_

Time Frame: \_\_\_\_\_ TO \_\_\_\_\_



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**Write the numbers 1, 2, or 3 (1= Lowest 2=Medium 3=High) next to each etiquette subject area which you and/or your child feel training is needed.** *(This data is used as a basic survey to access your area(s) of importance and need).*

Please, Thank you & You're Welcome

Tact and Discretion

Proper Attire

Skillful Conversationalist

*(Potty Mouth, joining & exiting a conversation)*

Telephone Manners and Safety

American Style Dining

Casual Dining

Eating at School

Dealing with Teasing and Bulling

Apologies...I'm Sorry and Making Mistakes

Rudeness

Good Grooming and Hygiene

Text Messages

Continental Style Dining

Formal Dining

Eating at Home

Cyber Civility and Social Networking

Dating Etiquette

Cyber Bulling

### **SPECIALIZE WORKSHOP**

The specialized workshops listed below are conducted upon request and require an additional day of instruction and fee.

Interviewing for College (200)

Time Management (200)

Organizational Skills (200)

Interviewing Skills (30)

Business & Workplace Etiquette (500)

Job Interviews Skills (200)

Mediation (200)

Networking (300)

Self-Esteem & Confidence Building (400)

College Application Process (600)

### **SELECT PAYMENT TYPE:**

Cash

Money Order

Bank Check

Credit Card

PayPal

Parent/Client Signature:

Date:



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