Application procedure for student visa (F-1) applicant

TRANSFER STUDENT- Students who already have a student visa and will transfer from their present school. The required minimum length of study is 8 weeks.

To apply to Academia:

Step 1  Apply to Academia. Please prepare the following:

1. Application Form
   - Be sure to fill out all the * marked areas.
   - Course Starting date is every **Monday**
     - Transfer students should start within 30 days from the last day of class at the current/last attended school. If it has been more than 30 days since your last day of class, contact Academia to see if you are eligible to transfer
   - Don’t forget to read our refund/attendance policy and sign the application!

2. Bank Statement
   - With name of the account holder- if it is not your own, indicate relationship
   - If the bank statement is not your own, please provide an affidavit of support letter
   - Must be issued within the past three months from the day you apply to Academia
   - Statement should show at least $3,000.00 USD

3. Tuition fee
   - See next page for details
   - We accept major credit cards, checks, money orders, or cash*
   *Do not mail cash

4. Passport Copy
   - Must be a valid passport
   - Page with your picture and the F-1 student visa.
   - I-94 card (the white card stapled on your passport).
   - Dependent's passport copy if you have dependents*
   *Please write the country of birth of your dependent(s) on the passport copy.

5. Transfer Eligibility Form
   - Submit the attached Transfer Eligibility Form to your current/last attended school.

6. Copy of I-20 from current or last attended school
   - Please check that #3 of your I-20 is "continued attendance."

Step 2  After your application is received, Academia will contact your school for the eligibility to transfer and let you know if you are accepted or not.

Step 3  Once the transfer-out school and Academia complete the transfer process in SEVIS, your admission process is complete. We will inform you about the course starting day and placement test.

**Note: If you are traveling before the course starting day, please inform Academia. We will need to give you a travel I-20. Failure to do so may result in refusal to enter the U.S. upon arrival.
Course Fee Information

Total Course Fee for 8 weeks $1,425.00*

*The above fee includes the general tuition of $1,300.00** (including tax) and the non-refundable registration fee of $125.00 (incl. tax). Textbooks are **not** included in the tuition and are purchased separately.

**The tuition includes 2-4 core classes totaling 20 hours per week for an 8 week session. Additional courses may be added as an audit with no charge, if there is room in the class. Arrangements to audit additional courses may be made through the Director of Language Programs or his assistant.

For checks returned due to insufficient funds, a fee of $25.00 will be charged.

Tuition thereafter may be paid monthly, or using our discounted pricing. Please refer to our discount price list for more details.

Refund Policy

Enrollment- 8 weeks or longer:

After a student submits a request for withdrawal, tuition refund will be made within 30 days according to the following:

Withdrawal before the first day of instruction 100%
Withdrawal before the first half of the instruction (mid-point of the session*) is completed 50%**
Withdrawal any time after the mid-point No Refund

-Refunds will be issued less the $125 registration fee.
-Charges for books, audio materials, and supplies are non-refundable.

*One session is 8 weeks. The mid-point of a session is 4 weeks.

**The refund amount is calculated by subtracting the used tuition amount (of the completed session) from the total tuition paid.

Pre-payment for tuition may be made at any time. In the event of a cancellation prior to the beginning of instruction, a full refund (100%) will be given.
2016 School Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year's Day</td>
</tr>
<tr>
<td>January 18</td>
<td>Dr. Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>February 15</td>
<td>Presidents' Day</td>
</tr>
<tr>
<td>March 25</td>
<td>Prince Kuhio Day (Observed)</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 10</td>
<td>Kamehameha Day</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day</td>
</tr>
<tr>
<td>August 19</td>
<td>Statehood Day</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day</td>
</tr>
<tr>
<td>October 10</td>
<td>Discoverers' Day</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran's Day</td>
</tr>
<tr>
<td>November 24</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>December 26</td>
<td>Christmas Day (Observed)</td>
</tr>
</tbody>
</table>

Our course starting date is every Monday (if it is a holiday, the following day will be the course starting day). Please confirm that the day you want to start is not a holiday!

Class Schedule

Academia has a flexible class schedule. Students choose their own schedule by choosing the 2 core classes (required classes that students must attend each week for at least 4 hours per day) or equivalent from the following class times:

Morning class times:  
- 8:00 - 8:50  
- 8:10 - 9:50  
- 9:00 - 9:50  
- 10:00 - 10:50  
- 10:10 - 11:50  
- 11:00 - 11:50  

Afternoon class times:  
- 12:30 - 1:20  
- 12:30 - 2:20  
- 1:30 - 2:20  
- 2:30 - 3:20  
- 2:30 - 4:20  
- 3:30 - 4:20  

See below for the attendance policy and the hours of class time students must maintain as a full-time (F-1 visa) student.

Attendance Policy

F-1 students are responsible for attending all required classes to maintain their status in the US. Student MUST ATTEND a minimum of 20 hours a week of the Academia class schedule. This is based on the U.S. Immigration requirement for F-1 students. If a student's absence rate exceeds 20% of a term, the student will receive a warning. If a student receives 2 written notices in any two consecutive terms, they will be expelled from Academia, which will result in the loss of their I-20 status.
### Name*

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

### Country of Citizenship* Place of Birth* Date of Birth* Sex *(Circle one)*

<table>
<thead>
<tr>
<th>City</th>
<th>Country</th>
<th>Month/Day/Year</th>
<th>Male / Female</th>
</tr>
</thead>
</table>

### Hawaii Address

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Name</th>
<th>Apt. Number</th>
<th>City</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

### Address in Home Country*

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Name</th>
<th>Apt. Number</th>
<th>City</th>
<th>Province</th>
<th>Country</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

### Contact Information

<table>
<thead>
<tr>
<th>Home</th>
<th>Cell</th>
<th>Contact Information</th>
</tr>
</thead>
</table>

### E-mail address

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
</table>

### Course Dates*

**For Transfer Students Only**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Program enrolled in</th>
<th>Date Finished or expected last day</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Month/Day/Year</th>
</tr>
</thead>
</table>

### Visa Status *(Circle one)*

- Do you have an F-1 visa?  Y / N
- If No, *(Check one)*
  - I will apply for F-1 visa.
  - I will change my status.
  - Other__________

### Emergency Contacts

<table>
<thead>
<tr>
<th>Hawaii</th>
<th>Tel</th>
<th>Home Country</th>
<th>Tel</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Contact Person and relationship</th>
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### Please read and sign

- I understand that Academia has the right to change policies, prices and programs without prior notice.
- I certify that the information provided on the application form is correct.
- I will be responsible for reading, understanding and accepting all school policies. I further agree to all terms and conditions provided by Academia Language School.
- Textbook fee is not included. Textbook fee is roughly $75-$85 per term.
- If the student is under 18 years old, then a legal guardian must sign on behalf of the student.

### Signature of Applicant or Guardian* Date*

**Required Information for I-20**

*Application Form updated 11/18/2013*
Verification of Status Request for F-1 Student

The following international student intends to transfer to Academia Language School.
School code: HHW214F00151000

Student: If you are currently attending a school in the U.S., please fill out SECTION I and take this form to your current school and ask your counselor/advisor to complete SECTION II.

SECTION I – To be completed by student.

Student’s Name: ____________________________

Last Name ____________________________

First Name ____________________________

Date of Birth: __________ / ________ / ________

Month Day Year

Will you be leaving the United States prior to starting at Academia?  Yes ☐ No ☐

Current School’s Name: ____________________________

I plan to attend Academia Language School on: __________ / ________ / ________

Month Day Year

I authorize the release of my SEVIS record to Academia

__________________________

Signature

__________________________

Month Day Year

SECTION II – To be completed by the counselor/advisor of the school the student is attending.

Please fill out this form and return to student or fax to Academia at (808) 947-4655

PLEASE DO NOT RELEASE THE STUDENT’S SEVIS RECORD UNTIL THE STUDENT IS ACCEPTED BY ACADEMIA LANGUAGE SCHOOL

Student SEVIS ID: ____________________________

Last Day at school: __________ / ________ / ________

Month Day Year

School name as it appears in SEVIS: ____________________________

School Address ____________________________

City ____________________________

State ____________________________

ZIP ____________________________

Phone ____________________________

Fax ____________________________

Email ____________________________

PLEASE CONFIRM STUDENT’S STATUS

☐ The student is in good academic standing and is/has been pursuing a full course of study.

SEVIS record release date: ____________________________ upon acceptance.

☐ The student is in status, but is not in good academic standing (e.g. attendance, grades)

Comments: ____________________________

☐ The student is currently out of status and needs to apply for reinstatement.

The student was terminated on: ____________________________

Reason for termination: ____________________________

DSO Name ____________________________

Signature ____________________________

Date ____________________________