

## **Application procedure for student visa (F-1) applicant**

**INITIAL STUDENT** - Applicants who will be applying for a student visa. The required minimum length of study is 8 weeks.

Basic Steps for applying to Academia for your Form I-20 (I-20 is the form you will need to apply for the student visa).

**Step 1** To apply to Academia and get your I-20. Please prepare the following:

1. Application Form

Be sure to fill out all the \* marked areas.

- Course starting date is every Monday.
- 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 it is not your own, please send an affidavit of support
- Must be issued within the past three months from the day you apply to Academia.
- Statement should show at least \$10,000.00 USD

3. Tuition fee

- See next page for details
- We accept major credit cards, checks, money orders, or TC/cash\*.  
\*Do not mail TC or cash.

4. Passport copy

- Must be a valid passport.
- Picture page of your passport.
- Dependent's passport copy if you are applying for a dependent visa\*.

**Step 2** Receive I-20 from Academia

Academia will issue a I-20 after all the above documents and payments are submitted. The I-20 will be available for pick up or it will be mailed to you. The I-20 will be sent via regular mail. We can also express mail your I-20 per request. Additional charges apply.

**Step 3** Pay SEVIS fee

Once you receive the I-20 from our school, please pay the SEVIS fee **before** the visa interview at the American Embassy or Consulate. Please visit:

<https://www.fmjfee.com> to pay the fee.

**Step 4** Apply for a student visa at the American Embassy or Consulate near you.

Please contact the American Embassy or Consulate in your home country for more information on how to apply for a student visa.

Visit the site to find the embassy or consulate in your country:

<http://usembassy.state.gov/>

## 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 the Assistant Director of Language Programs.

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	Full Refund
Withdrawal before the first half of the instruction (mid-point of the session*) is completed	Partial Refund**
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.

## 2017 School Holidays

January 2	New Year's Day (Observed)	Our course starting date is <u>every Monday (if it is a holiday, the following day will be the course starting day)</u> . Please confirm that the day you want to start is not a holiday!
January 16	Dr. Martin Luther King Jr. Day	
February 20	Presidents' Day	
March 27	Prince Kuhio Day (Observed)	
May 29	Memorial Day	
June 12	Kamehameha Day (Observed)	
July 4	Independence Day	
August 18	Statehood Day	
September 4	Labor Day	
October 9	Discoverers' Day	
November 10	Veteran's Day (Observed)	
November 23	Thanksgiving Day	
December 25	Christmas Day	

## 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:	Afternoon class times:
8:00 - 8:50	12:30 - 1:20
8:10 - 9:50	12:30 - 2:20
9:00 - 9:50	1:30 - 2:20
10:00 - 10:50	2:30 - 3:20
10:10 - 11:50	2:30 - 4:20
11:00 - 11:50	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.

## Academia Language School – English Studies Application Form

<b>Name*</b>			
Last Name (Family Name)		First Name	Middle Name
<b>Country of Citizenship*</b>	<b>Place of Birth*</b>	<b>Date of Birth*</b>	<b>Sex (Circle one)*</b>
_____	_____ City                      Country	_____ Month/Day/Year	Male / Female
<b>Hawaii Address</b> _____ Street Number      Street Name      Apt. Number      City      Zip Code			<b>Contact Information</b> Home _____ Cell _____
<b>Address in Home Country*</b> _____ Street Number      Street Name      Apt. Number _____ City      Province      Country      Zip Code			<b>Contact Information</b> Home _____ Cell _____ Fax _____
<b>E-mail address</b> _____			<b>Are you a past student of Academia?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____
<b>Course Dates*</b> Start _____ End _____ Month/Day/Year	<b><u>For Transfer Students Only</u></b> School Name _____ Program enrolled in _____ Date Finished or expected last day _____ Month/Day/Year		<b>Visa Status (Circle one)</b> Do you have an F-1 visa?      Y / N If No, (Check one) <input type="checkbox"/> I will apply for F-1 visa. <input type="checkbox"/> I will change my status. <input type="checkbox"/> Other _____
<b>Emergency Contacts</b> Hawaii _____ Tel _____ Home Country _____ Tel _____ Name of Contact Person and relationship			
<p style="text-align: center;"><b>Please read and sign</b></p> <ul style="list-style-type: none"> <li>I understand that Academia has the right to change policies, prices and programs without prior notice.</li> <li>I certify that the information provided on the application form is correct.</li> <li>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.</li> <li>Textbook fee is not included. Textbook fee is roughly \$75-\$85 per term.</li> <li>If the student is under 18 years old, then a legal guardian must sign on behalf of the student.</li> </ul>			
<b>Signature of Applicant or Guardian*</b>			<b>Date*</b>
_____			_____
			(Month/Day/Year)