

## 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 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>
_____	_____	_____	Male / Female
_____		_____	
City		Country	
_____		_____	
Month/Day/Year			
Hawaii Address			Contact Information
_____			Home _____
Street Number      Street Name      Apt. Number      City      Zip Code			Cell _____
_____			_____
<b>Address in Home Country*</b>			Contact Information
_____			Home _____
Street Number      Street Name      Apt. Number			Cell _____
_____			Fax _____
City      Province      Country      Zip Code			
E-mail address			<b>Are you a past student of Academia?</b>
_____			Yes <input type="checkbox"/> No <input type="checkbox"/>
			If yes, when? _____
<b>Course Dates*</b>	<b><u>For Transfer Students Only</u></b>		<b>Visa Status (Circle one)</b>
Start _____	School Name _____		<b>Do you have an F-1 visa?      Y / N</b> <b>If No, (Check one)</b>  <input type="checkbox"/> I will apply for F-1 visa. <input type="checkbox"/> I will change my status. <input type="checkbox"/> <b>Other</b> _____
End _____	_____		
Month/Day/Year	Program enrolled in _____		
	_____		
	<b>Date Finished or expected last day</b>		
	_____		
	Month/Day/Year		
<b>Emergency Contacts</b>			
Hawaii _____		Tel _____	
Home Country _____		Tel _____	
Name of Contact Person and relationship _____			
<b>Please read and sign</b>			
<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)

### 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 First M.I.

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Will you be leaving the United States prior to  
Month Day Year 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 \_\_\_\_\_