ACADEMIA
LANGUAGE SCHOOL

REV. 11/2017

Application procedure for student visa (F-1) applicant

INITIAL STUDENT WITH OTHER NON-IMMIGRANT VISA- Applicant who already has a non-immigrant visa and will apply to our school as a "new" student. Student must go through a **CHANGE OF STATUS (COS)** with immigration. 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**
   - 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 USD $10,000.00
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
   - Copy of current visa
   - I-94 Number (We can assist you in getting this information)
   - Dependent's passport copy if you have dependents*
     *Please write the country of birth and citizenship of your dependent(s) on the passport copy
5. Verification that you are still "in status" on your current Visa

Step 2 Receive I-20 from Academia
Academia will issue I-20 after all the above documents and payment are submitted. Then, the I-20 will be available for pick up or it will be mailed to you. I-20 will be sent via regular mail.

Step 3 Pay SEVIS fee
Once you receive the new I-20 from our school, please pay the SEVIS fee.
Please visit:

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

Step 4 Apply for Change of Status with U.S. Immigration
For details, please visit the U.S. Citizenship and Immigration Services website:

http://www.uscis.gov/portal/site/uscis

1600 Kapiolani Blvd. Suite 1215 - Honolulu, Hawaii 96814
Ph: (808) 946-5599 Fax: (808) 947-4655 email: learn@academiaschool.com URL: www.academiaschool.edu

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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	100%
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.

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REV. 10-03-17

2018 School Holidays

January 1	New Year's Day
January 15	Dr. Martin Luther King Jr. Day
February 19	Presidents' Day
March 26	Prince Kuhio Day
May 28	Memorial Day
June 11	Kamehameha Day
July 4	Independence Day
August 17	Statehood Day
September 3	Labor Day
October 8	Discoverers' Day
November 12	Veteran's Day (Observed)
November 22	Thanksgiving Day
December 25	Christmas Day

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:	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 U.S. Students **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.

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Academia Language School – English Studies Application Form

Name*

_____
Last Name (Family Name) First Name Middle Name

Country of Citizenship*	**Place of Birth***	**Date of Birth***	**Sex (*Circle one*)***
	_____ City Country	_____ Month/Day/Year	Male / Female

Hawaii Address

_____
Street Number Street Name Apt. Number City Zip Code

Contact Information

Home_____
Cell_____

Address in Home Country*

_____
Street Number Street Name Apt. Number

_____
City Province Country Zip Code

Contact Information

Home_____
Cell_____
Fax_____

E-mail address*

_____

Are you a past student of Academia?
Yes ☐ No ☐
If yes, when? _____

Course Dates*

Start _____
End _____
Month/Day/Year

For Transfer Students Only

School Name _____

Program enrolled in _____

Date Finished or expected last day

_____
Month/Day/Year

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

Hawaii _____ *Tel*_____
Home Country _____ *Tel*_____
Name of Contact Person and relationship

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 $85-100 per term.
- If a student is under 18 years old, then a legal guardian must sign on behalf of the student.

Signature of Applicant* _____ **Date*** _____
(Month/Day/Year)

***Required Information for I-20**

Revised: 11/2017