**Non F-1 Student Visa Course (Non I-20 course)**

**General Information**

**Course Start Date**
Non F-1 student visa courses start every Monday (or Tuesday, if Monday is a school holiday).

The student should apply before or on the course start date to enroll. There will be a placement test followed by an interview/orientation.

**Class Schedule**
Academia has a flexible class schedule. Students take an interview and then choose their schedule for a total of 15 hours (or more if allowed by your immigration status) from the following class times:

**Morning class times:**
7:15-9:30, 8:10-9:50, 9:55-12:00, 10:10-11:50

**Afternoon class times:**
12:10-2:25, 12:30-2:20, 2:30-4:20

**2019 Tuition Information**

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Tuition for 15 hours/week</th>
<th>Total with $125.00 Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$200.00</td>
<td>$325.00</td>
</tr>
<tr>
<td>2</td>
<td>$370.00</td>
<td>$495.00</td>
</tr>
<tr>
<td>3</td>
<td>$530.00</td>
<td>$655.00</td>
</tr>
<tr>
<td>4</td>
<td>$660.00</td>
<td>$785.00</td>
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<tr>
<td>5</td>
<td>$830.00</td>
<td>$955.00</td>
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<tr>
<td>6</td>
<td>$990.00</td>
<td>$1,115.00</td>
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<tr>
<td>7</td>
<td>$1,150.00</td>
<td>$1,275.00</td>
</tr>
<tr>
<td>8</td>
<td>$1,180.00</td>
<td>$1,305.00</td>
</tr>
<tr>
<td>12</td>
<td>$1,720.00</td>
<td>$1,845.00</td>
</tr>
</tbody>
</table>

Registration Fee $125.00 is non-refundable. State tax is included in all the above fees. Textbooks are not included in the tuition and may be purchased separately.

Tuition rates for longer periods are available upon request.

An administrative work week takes place during the last week of each school term, during which time the school completes end-of-term administrative tasks and prepares for the start of the upcoming term. While regular classes are not held during this week, optional tutoring sessions and school activities are made available to students. Tuition is, therefore, applied to all administrative work weeks. (Please note that it may not always be possible during administrative work weeks for students to participate fully in all of the 20 hours or 15 hours in which they have enrolled.)

**Refund Policy**

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

**Enrollment - 8 weeks or longer:**
- Withdrawal before the first day of instruction: Full Refund
- Withdrawal before the first half of instruction (mid-point of a session*) is completed: Partial Refund*
- Withdrawal any time after the mid-point: No Refund

*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.

**Enrollment - shorter than 8 weeks:**
- Withdrawal before the first day of instruction: Full Refund
- Withdrawal from courses of 4 weeks or less: No Refund
- Withdrawal before the mid-point of the session* for enrollment in classes longer than 4 weeks: Partial Refund*
- Withdrawal after the mid-point: No Refund

*A session is the total number of weeks of enrollment. For example, the mid-points for enrollments of 5, 6, or 7 weeks are 2.5, 3, and 3.5 respectively. The refund amount is calculated by subtracting the used tuition amount (of the completed session) from the total tuition paid.

- Charges for books, audio materials, and supplies are non-refundable.
- Checks returned for insufficient funds, a fee of $25.00 will be charged.
Non I-20 ENROLLMENT APPLICATION
You may fill out and mail / fax to us or come to our office on the desired course start day at 8:15am

Name: ____________________________  ____________________________
First name  Last name

Birthday: _____/_____/______  Country: ____________________  Visa Type: ____________
Month  Day  Year

Address in Hawaii: ______________________________________________________________
Street  Apt #  City  State  Zip Code

Phone: (_____) _____ - ________  Email: ____________________

Course Start: _____/_____/______  Tuition: $______________
Month  Day  Year

Course Ends: _____/_____/______  TOTAL with $125 Registration Fee: $______________
Month  Day  Year

Full tuition is due prior to first class

Refund Policy - Please read and sign
Transactions made via cash or check will be refunded via check. Transactions made via credit card will be refunded back to the same credit card used for that transaction. If a refund cannot be made back to the same credit card due to our processing company’s refund period, the refund will be processed via check. All refunds will be made within 30 days of confirming the refund request.

Enrollment of 8 weeks or longer:
Withdrawal before the first day of instruction (코스 시작 전 등록 취소 コーススタート前の退学) Full Refund
Withdrawal before the first half of instruction (mid-point of the session*) is completed (4 주 이전 취소 4 週間を超えるコースで中間時前の退学) Partial Refund
Withdrawal any time after the mid-point (4 주 이후 취소 中間時後の退学) No Refund
*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.

Enrollment - shorter than 8 weeks:
Withdrawal before the first day of instruction (코스 시작 전 등록 취소 コーススタート前の退学) Full Refund
Withdrawal from courses of 4 weeks or less (처음 등록이 4 주 이하인 경우 4 週間以内のコースでコース開始後の退学) No refund
Withdrawal before the mid-point of the session* for enrollment in classes longer than 4 weeks (4 주 이상 남은 경우 4 週間を超えれるコースで中間時前の退学) Partial Refund
Withdrawal after the mid-point (학기 중간 이후 취소 中間時後の退学) No refund
*One session is the total number of weeks of enrollment. For example, the mid-points for enrollments of 5, 6, or 7 weeks are 2.5, 3, and 3.5 weeks respectively.
**The refund amount is calculated by subtracting the used tuition amount (of the completed session) from the total tuition paid.

- All refunds will be issued less the $125 registration fee.
- Charges for books, audio materials, and school supplies are non-refundable.
- A $25.00 fee will be charged for checks returned due to insufficient funds.
- Academia reserves the right to refuse service to anyone.

I have read and understand the refund policy, and I agree to the policy  ________________ (Initial)

SIGNATURE: ____________________________  Office Use Only  DATE: ________________

Payment: $__________  Date: ________________  Accepted by: ________________  CT: ________________  FM Proc: ________________

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