

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 on the next available course start date upon completion of enrollment.
- 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 recent (issued no earlier than three months prior to the day you apply to Academia).
- Statement should show at least \$18,000.00 USD (+ \$4,500.00 USD per dependent, if applicable).

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 current 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 course 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.

***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.)

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:

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.

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.

**Refunds on student promotions: the refund amount is calculated by subtracting the full (non-promotional) price of the used tuition amount of the completed session from the total promotional 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%) minus the non-refundable registration fee will be given.

2020 School Holidays

January 1	New Year's Day	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 20	Dr. Martin Luther King Jr. Day	
February 17	Presidents' Day	
March 26	Prince Kuhio Day	
May 25	Memorial Day	
June 11	Kamehameha Day	
July 3	Independence Day (Observed)	
August 21	Statehood Day	
September 7	Labor Day	
October 12	Discoverers' Day	
November 11	Veteran's Day	
November 26	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:
7:15 – 8:15	12:10 – 1:10
8:00 - 8:50	12:10 - 2:25
8:10 - 9:50	12:30 - 1:20
8:25 – 9:30	12:30 - 2:20
9:00 - 9:50	1:20 – 2:25
9:55 – 12:00	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.

2020 Term Calendar

January 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*1/1 - New Year's Day (No School)

*1/20 - Dr. Martin Luther King Jr. Day (No School)

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

*2/17 - Presidents' Day (No School)

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*3/26 - Prince Kuhio Day (No School)

School Holiday
Administrative Work Week
Advising Day
Teachers' Meeting - No School

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*5/25 - Memorial Day (No School)

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*6/11 - Kamehameha Day (No School)

Winter Term
Spring Term
Summer Term
Fall Term

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*7/3 - Independence Day (No School)

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*8/21 - Hawaii Statehood Day (No School)

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*9/7 - Labor Day (No School)

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*10/12 - Discoverers' Day (No School)

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

*11/11 - Veterans Day (No School)

*11/26 - Thanksgiving (No School)

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*12/25 - Christmas (No School)

ACADEMIA

LANGUAGE SCHOOL

Academia Language School – English Studies Application Form

Name* _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Last Name (Family Name) First Name Middle Name </div>			
Country of Citizenship* _____	Place of Birth* _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> City Country </div>	Date of Birth* _____ Month/Day/Year	Sex (Circle one)* <div style="text-align: center; margin-top: 10px;">Male / Female</div>
Hawaii Address _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Street Number Street Name Apt. Number City Zip Code </div>			Contact Information Home _____ Cell _____
Address in Home Country* _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Street Number Street Name Apt. Number </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> City Province Country Zip Code </div>			Contact Information Home _____ Cell _____ Fax _____
E-mail address* _____			Are you a past student of Academia? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____
Course Dates* Start _____ End _____ <div style="text-align: center; margin-top: 5px;">Month/Day/Year</div>	<u>For Transfer Students Only</u> School Name _____ Program enrolled in _____ Date Finished or expected last day _____ <div style="text-align: center; margin-top: 5px;">Month/Day/Year</div>		Visa Status (Circle one) Do you have an F-1 visa? Y / N If No, (Check one) <div style="margin-top: 10px;"> <input type="checkbox"/> I will apply for F-1 visa. <input type="checkbox"/> I will change my status. <input type="checkbox"/> Other _____ </div>
Emergency Contacts <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Hawaii _____ Tel _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Home Country _____ Tel _____ </div> <div style="text-align: center; margin-top: 5px;">Name of Contact Person and relationship</div>			
<p style="text-align: center;">Please read and sign</p> <ul style="list-style-type: none"> 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 a student is under 18 years old, then a legal guardian must sign on behalf of the student. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> Signature of Applicant* _____ </div> <div style="width: 45%;"> Date* _____ <div style="text-align: center; margin-top: 5px;">(Month/Day/Year)</div> </div> </div>			

