

**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 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
- Copy of current visa
- I-94 Number (You authorize Academia to look-up your I-94 number)
- Dependent's passport copy if you have dependents\*  
\*Please write the country of birth of your dependent(s) on the passport copy

5. Verification that you are still "in status" on your current Visa

6. Proof of COVID-19 Vaccinations

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 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>

## Course Fee Information

**Total Course Fee for 8 weeks      \$1,485.00\***

\*The above fee includes the general tuition of \$1,360.00\*\* (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 last 4 weeks	Partial Refund*
Withdrawal within the last 4 weeks	No Refund

-Refunds will be issued less the \$125 registration fee.

-Charges for books, audio materials, and supplies are non-refundable.

\*The refund amount is calculated by subtracting the used tuition amount (of the tuition period [every 4 weeks]) from the total tuition paid.

\*\*Refunds on student promotion pricing: 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.

## 2022 School Holidays

December 31, 2021	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 17	Dr. Martin Luther King Jr. Day	
February 21	Presidents' Day	
March 25	Prince Kuhio Day (Observed)	
May 30	Memorial Day	
June 10	Kamehameha Day	
July 4	Independence Day	
August 19	Hawaii Statehood Day	
September 5	Labor Day	
October 10	Discoverers' Day	
November 11	Veteran's Day	
November 24	Thanksgiving Day	
December 26	Christmas Day (Observed)	

## Class Schedule

Academia has a flexible class schedule. Students choose their own schedule by choosing the 2-4 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	
10:10 - 11:50	
11:00 - 11:50	

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.

## 2022 Term Calendar

January 2022						
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)

\*1/17 - 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					

\*2/21 - 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		

\*3/25 - Prince Kuhio Day, Observed (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				

\*5/30 - 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		

\*6/10 - Kamehameha Day Observed (No School)

Winter Term (1/3 - 4/1)
Spring Term (4/4 - 7/1)
Summer Term (7/4 - 9/30)
Fall Term (10/3 - 12/30)

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						

\*7/4 - 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			

\*8/19 - Hawaii Statehood Day (No School)

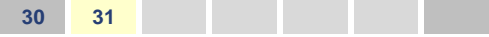
September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

\*9/5 - 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

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			

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



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

\*11/11 - Veterans Day (No School)

\*11/24 - Thanksgiving (No School)

\*12/26 - Christmas Observed (No School)

**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 / Other
Hawaii Address			Contact Information
Street Number Street Name Apt. Number City Zip Code			Home _____ Cell _____
<b>Address in Home Country*</b>			Contact Information
Street Number Street Name Apt. Number			Home _____ Cell _____ Fax _____
City Province Country Zip Code			
<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>	<b><u>For Transfer Students Only</u></b>		<b>Visa Status (Circle one)</b>
<b>Start</b> _____ <b>End</b> _____ Month/Day/Year	School Name _____ Program enrolled in _____ <b>Date Finished or expected last day</b> Month/Day/Year		<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"/> Other _____
<b>Emergency Contacts</b>			
Hawaii _____		Tel _____	
Home Country _____		Tel _____	
Name of Contact Person and relationship			
<b>Do you have any dependents? Yes <input type="checkbox"/> (If yes, fill out dependent form) No <input type="checkbox"/></b>			
<b>Do you have proof of COVID-19 vaccinations? Yes <input type="checkbox"/> Not yet, but will get it before coming to the U.S. <input type="checkbox"/> No <input type="checkbox"/></b>			
<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 \$85-100 per term.</li> <li>I understand that I must be fully vaccinated for COVID-19 before entering the U.S. and my program start date at Academia.</li> <li>If a student is under 18 years old, then a legal guardian must sign on behalf of the student.</li> </ul>			
<b>Signature of Applicant*</b>		<b>Date*</b>	
_____		_____	
		(Month/Day/Year)	