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 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. 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"
7. Proof of COVID-19 Vaccinations

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 $1,485.00*

   *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.

ACADEMIA
LANGUAGE SCHOOL

2022 School Holidays

December 31, 2021	New Year's Day (Observed)
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)

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.

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

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Legend

Color	Meaning
School Holiday
Administrative Work Week
Advising Day
Teachers' Meeting No School

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

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)

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)

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

| 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)

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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*)***
	_____		_____	Male / Female / Other
	City	Country	Month/Day/Year	

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

Do you have any dependents? Yes☐   (If yes, fill out dependent form)   No☐

Do you have proof of COVID-19 vaccinations?   Yes☐   Not yet, but will get it before coming to the U.S. ☐   No☐

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.
- I understand that I must be fully vaccinated for COVID-19 before entering the U.S. and my program start date at Academia.
- 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 11/2021

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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 _____