

Application procedure for student visa (F-1) applicant

INITIAL STUDENT - Applicants who will be applying for a student visa. The required minimum length of study is 8 weeks.

Steps for applying to Academia for your Form I-20 (I-20 is the form you will need to apply for the student visa).

Step 1 To apply to Academia and get your I-20, 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 form!

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 (passport must not expire within 6 months of applying)
- Picture page of your passport
- Dependent's passport copy if you have dependents (+ Academia's Dependent Form)
- I-94 Number (You authorize Academia to look-up your I-94 number upon arrival)

Step 2 Receive I-20 from Academia

Academia will issue a I-20 form 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 USPS First-class mail. We can also express mail your I-20 per request and additional charges will apply.

Step 3 Pay SEVIS fee

Once you receive the I-20 from our school, please pay the SEVIS (I-901) fee **before** the visa interview at the American Embassy or Consulate. Please visit:

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

Step 4 Apply for a student visa at the American Embassy or Consulate near you.

Please contact the American Embassy or Consulate in your home country for more information on how to apply for a student visa.

Visit the site to find the embassy or consulate in your country:

<http://usembassy.state.gov/>

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 availability 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.

2023 School Holidays

January 2	New Year's Day (Observed)
January 16	Dr. Martin Luther King Jr. Day
February 20	Presidents' Day
March 27	Prince Kuhio Day (Observed)
May 29	Memorial Day
June 12	Kamehameha Day (Observed)
June 19	Juneteenth/Freedom Day
July 4	Independence Day
August 18	Hawaii Statehood Day
September 4	Labor Day
October 9	Discoverers' Day
November 10	Veteran's Day (Observed)
November 23	Thanksgiving Day
December 25	Christmas Day (Observed)

Our course starting date is every Monday (if it is a holiday, the following day will be the course starting day) except for the 12th and 13th weeks of a term. Please confirm that the day you want to start is not a holiday or the 12th or 13th week of a term.

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.

2023 Term Calendar

January						
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				

*1/2 - New Year's Day Observed (No School)
*1/16 - 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				

*2/20 - 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	

*3/27 - 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			

*5/29 - 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	

*6/12 - Kamehameha Day Observed (No School)
*6/19 Juneteenth (No School)

Winter Term (1/2 - 3/31)
Spring Term (4/3 - 6/30)
Summer Term (7/3 - 9/29)
Fall Term (10/2 - 12/29)

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		

*8/18 - 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

*9/4 - 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				

*10/9 - 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		

*11/10 - Veterans Day Observed (No School)
*11/23 - 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 – 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 / Other
Hawaii Address			Contact Information
Street Number Street Name Apt. Number City Zip Code			Home _____ Cell _____
Address in Home Country*			Contact Information
Street Number Street Name Apt. Number			Home* _____ Cell _____ Fax _____
City Province Country Zip Code			
E-mail address*			Are you a past student of Academia?*
_____			Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____
Course Dates*	<i>For Transfer Students Only</i>		Visa Status* (Circle one)
Start* _____ End _____ Month/Day/Year	School Name _____ Program enrolled in _____ Date Finished or expected last day _____ Month/Day/Year		Do you have an F-1 visa? Y / N If No, (Check one) <input type="checkbox"/> I will apply for F-1 visa. <input type="checkbox"/> I will change my status. <input type="checkbox"/> Other _____
Emergency Contacts*			
Hawaii _____		Tel _____	
Home Country _____		Tel _____	
Name of Contact Person and relationship			
Do you have any dependents? Yes <input type="checkbox"/> (If yes, fill out dependent form) No <input type="checkbox"/>			
Please read and sign			
<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 \$85-100 per term. I understand that I must be fully vaccinated for COVID-19 before entering the U.S. with limited exceptions. 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)