

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.

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, 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 (passport must not expire within 6 months of applying)
- Picture page of your passport
- Copy of current visa
- 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)

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

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 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 new I-20 from our school, please pay the SEVIS (I-901) 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 \$2,325.00*

*The above fee includes the general tuition of \$2,100.00** (including tax), the non-refundable Registration fee of \$125.00 (incl. tax), and the Technology and Copy fee of \$100.00 (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.

2024 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) except for the 12th and 13th weeks of a term.</u> Please confirm that the day you want to start is not a holiday or the 12 th or 13 th week of a term. |
| January 15 | Dr. Martin Luther King Jr. Day | |
| February 19 | Presidents' Day | |
| March 26 | Prince Kuhio Day (Observed) | |
| May 27 | Memorial Day | |
| June 11 | Kamehameha Day | |
| June 19 | Juneteenth/Freedom Day | |
| July 4 | Independence Day | |
| August 16 | Hawaii Statehood Day | |
| September 2 | Labor Day | |
| October 14 | Discoverers' Day | |
| November 11 | Veteran's Day (Observed) | |
| November 28 | Thanksgiving Day | |
| December 25 | Christmas Day | |

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: |
| 7:40 – 8:40 | 12:30 – 1:30 |
| 7:40 – 9:50 | 12:30 – 2:40 |
| 8:45 – 9:50 | 1:35 – 2:40 |
| 10:00 – 11:00 | |
| 10:00 – 12:10 | |
| 11:05 – 12:10 | |

See below for the attendance policy and the hours of class time students must maintain as full-time (F-1 visa) students.

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.

2024 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 | | | |

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

*1/15 - Dr. Martin Luther King Jr. Day (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 | | | | |

| 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 | | |

*2/19 - Presidents' Day (No School)

| 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 | |

*5/27- Memorial Day (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)

| 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 | | |

*10/14 - Discoverers' 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 Observed (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)

*6/19 - Juneteenth (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 | | | | | |

*9/2 - Labor Day (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)

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

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|--------------------------|
| Winter Term (1/1 - 3/29) |
| Spring Term (4/1 - 6/28) |
| Summer Term (7/1 -9/27) |
| Fall Term (9/30 - 12/27) |

Academia Language School – English Studies Application Form

| | | | |
|---|--|--|---|
| Name* <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-between; font-size: small; 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: 10px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> City Country </div> | Date of Birth* <div style="text-align: center; font-size: small;">Month/Day/Year</div> | Sex (Circle one)* <div style="text-align: center;">Male / Female / Other</div> |
| Hawaii Address <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 10px;"> Street Number Street Name Apt. Number City Zip Code </div> | | | Contact Information <div style="margin-top: 10px;">Home _____</div> <div style="margin-top: 5px;">Cell _____</div> |
| Address in Home Country* <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 10px;"> Street Number Street Name Apt. Number </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 10px;"> City Province Country Zip Code </div> | | | Contact Information <div style="margin-top: 10px;">Home* _____</div> <div style="margin-top: 5px;">Cell _____</div> <div style="margin-top: 5px;">Fax _____</div> |
| 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; font-size: small;">Month/Day/Year</div> | <u>For Transfer Students Only</u> <div style="margin-top: 10px;">School Name _____</div> <div style="margin-top: 5px;">Program enrolled in _____</div> <div style="margin-top: 10px;">Date Finished or expected last day</div> <div style="text-align: center; font-size: small;">_____</div> <div style="text-align: center; font-size: small;">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: 10px;"> Hawaii _____ Tel _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Home Country _____ Tel _____ </div> <div style="text-align: center; font-size: small; margin-top: 5px;">Name of Contact Person and relationship</div> | | | |
| Do you have any dependents? Yes <input type="checkbox"/> (If yes, fill out dependent form) No <input type="checkbox"/> | | | |
| <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 \$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* <div style="text-align: center; font-size: small;">(Month/Day/Year)</div> | |