

### **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.

Steps for applying to Academia to complete your transfer.

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
- Picture page of your passport and copy of your F-1 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. 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      \$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 12<sup>th</sup> and 13<sup>th</sup> weeks of a term.</u> Please confirm that the day you want to start is not a holiday or the 12 <sup>th</sup> or 13 <sup>th</sup> 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

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**

<b>Name*</b> <div style="border-bottom: 1px solid black; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last Name (Family Name)</span> <span>First Name</span> <span>Middle Name</span> </div>			
<b>Country of Citizenship*</b> <div style="border-bottom: 1px solid black; height: 20px;"></div>	<b>Place of Birth*</b> <div style="border-bottom: 1px solid black; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>City</span> <span>Country</span> </div>	<b>Date of Birth*</b> <div style="border-bottom: 1px solid black; margin-top: 5px;"></div> <div style="text-align: center; font-size: small;">Month/Day/Year</div>	<b>Sex (Circle one)*</b> <div style="text-align: center; margin-top: 5px;"> Male / Female / Other </div>
<b>Hawaii Address</b> <div style="border-bottom: 1px solid black; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Street Number</span> <span>Street Name</span> <span>Apt. Number</span> <span>City</span> <span>Zip Code</span> </div>			<b>Contact Information</b> <div style="margin-top: 5px;">Home _____</div> <div style="margin-top: 5px;">Cell _____</div>
<b>Address in Home Country*</b> <div style="border-bottom: 1px solid black; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Street Number</span> <span>Street Name</span> <span>Apt. Number</span> </div> <div style="border-bottom: 1px solid black; margin-top: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>City</span> <span>Province</span> <span>Country</span> <span>Zip Code</span> </div>			<b>Contact Information</b> <div style="margin-top: 5px;"><b>Home*</b> _____</div> <div style="margin-top: 5px;">Cell _____</div> <div style="margin-top: 5px;">Fax _____</div>
<b>E-mail address*</b> <div style="border-bottom: 1px solid black; margin-top: 5px;"></div>			<b>Are you a past student of Academia?*</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____
<b>Course Dates*</b> <div style="margin-top: 5px;"> <b>Start*</b> _____  <b>End</b> _____  <div style="text-align: center; font-size: small;">Month/Day/Year</div> </div>	<b><u>For Transfer Students Only</u></b> <div style="margin-top: 5px;"> School Name _____  Program enrolled in _____  <b>Date Finished or expected last day</b>  <div style="text-align: center; margin-top: 5px;">_____</div> <div style="text-align: center; font-size: small;">Month/Day/Year</div> </div>		<b>Visa Status* (Circle one)</b> <div style="margin-top: 5px;"> Do you have an F-1 visa?    <b>Y / N</b>  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 _____ </div>
<b>Emergency Contacts*</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Hawaii _____</span> <span>Tel _____</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Home Country _____</span> <span>Tel _____</span> </div> <div style="text-align: center; font-size: small; margin-top: 5px;">Name of Contact Person and relationship</div>			
<b>Do you have any dependents? Yes <input type="checkbox"/> (If yes, fill out dependent form) 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. with limited exceptions.</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> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>		<b>Date*</b> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="text-align: center; font-size: small;">(Month/Day/Year)</div>	

## 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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month
Day
Year
Will you be leaving the United States prior to 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 \_\_\_\_\_