WORLD LANGUAGE ENROLLMENT APPLICATION

Application Deadline: 2 weeks prior to course start date

Name:_____
First name Last name

Address in Hawaii: _____
Street Apt # City Zip Code

E-Mail address:_____

Phone :(Home)_____(Work/Cell)_____

Enroll me in the: _____Date: _____Time:_____

A minimum of 6 students are needed to open a class. The school reserves the right to cancel a course if the minimum is not met. In the event that a class is canceled and payment has already been received, a full refund will be issued.

Academia will contact each applicant two week prior to the course starting date to confirm the start of the class or to inform you the minimum has not been met. Payment can be made after class confirmation, in person or through our credit card authorization form. Failure to make payment before the start date will result in the withdrawal of your application.

Refund Policy

After a student submits a request for withdrawal, tuition refund will be made within 30 days according to the following:

Enrollment - 8 weeks or longer:	
Withdrawal before the first day of instruction	100%
Withdrawal before the first half of instruction (mid-point of the session*) is completed	50%*
Withdrawal any time after the mid-point	No Refund
*One session is 8 weeks. The mid-point of a session is 4 weeks.	
Enrollment - shorter than 8 weeks:	
Withdrawal before the first day of instruction	100%
Withdrawal from courses of 4 weeks or less	No refund
Withdrawal before the mid-point of the session* for enrollment in classes longer than 4 weeks	50%
Withdrawal after the mid-point	No refund

*A session is the total number of weeks of enrollment. For example, the mid-points for enrollments of 5, 6, or 7 weeks are 2.5, 3, and 3.5 respectively.

- Refunds will be issued less the $100 registration fee.
-Charges for books, audio materials, and supplies are non-refundable.
-Checks returned for insufficient funds, a fee of $25.00 will be charged.

Attendance Policy: Students need to attend a minimum of 75 % of classes to receive a completion certificate.
***I have read the refund attendance policy and understand policy. I agree to the policy _____(Initial)**

SIGNATURE:_____DATE:_____

----------**Office Use Only**----------

Payment $_____ Date: _____ Bal._____ Accepted by:

Form: Rev 12-17-08

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