



Non-Student Visa Course (Non I-20 course) General Information

Course Start Date

Non-Student Visa courses start every Monday and on the first day of the month. See attached Course Start Date Calendar for details.

No pre-registration is necessary for this course. A student may choose to apply before the course start date or come to the reception desk at 8:00 AM on the course start date to enroll. There will be a placement test followed by an interview/orientation.

Class Schedule

Academia has a flexible class schedule. Students choose their own schedule by choosing the classes for a total of 15 hours (or more if allowed by your immigration status) from the following class times:

Morning class times:	Afternoon class times:	Evening class times:
8:10 - 9:50	12:30 - 2:30	4:30 - 6:20
10:10 - 11:50	2:30 - 4:20	

Each class is 100 minutes, Monday through Friday*. Please see our schedule for details.

2010 Tuition Information

Weeks	Tuition for 15 hours / week	Total with \$ 100.00 Registration fee
1	\$185	\$285
2	\$350	\$450
3	\$495	\$595
4	\$620	\$720
5	\$775	\$875
6	\$930	\$1030
7	\$1075	\$1175
8	\$1100	\$1200
12	\$1620	\$1720

Registration Fee \$100.00 is non refundable. State tax is included in all the above fees.
Textbooks are not included in the tuition and may be purchased separately.
Tuition rates for longer periods are available upon request.

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.

- Charges for books, audio materials, and supplies are non-refundable.
- Checks returned for insufficient funds, a fee of \$25.00 will be charged.



Non I-20 ENROLLMENT APPLICATION
 You may fill out and mail / fax to us or come to our office on the desired course start day at 8:00am

Name: _____
First name Last name

BirthDay: _____ Country: _____ Visa Type: _____
Month/Day/Year

Address in Hawaii: _____
Street Apt # City Zip Code

E-Mail address: _____

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

The course starts: / / Reg. fee \$100 + tuition of \$ _____

The course ends: / / Total \$ _____

Total tuition is due prior to first class

Payment (Please check) :

Cash _____ Check _____

Visa_ MC_ AMX_ JCB_ No. _____

Exp Date (mm/yy): _____ 3 digit verification code on the back of your card: _____

Please read and sign

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 코스 시작 전 등록 취소 코스스타트前の退学 100%

Withdrawal before the first half of instruction (mid-point of the session*) is completed 4 주 이전 취소 4 週間を超える コースで中間時前の退学 50%*

Withdrawal any time after the mid-point 4 주 이후 취소 中間時後の退学 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 코스 시작 전 등록 취소 코스스타트前の退学 100%

Withdrawal from courses of 4 weeks or less 처음 등록이 4 주 이하인 경우 4 週間以内のコースでコース開始後の退学 No refund

Withdrawal before the mid-point of the session* for enrollment in classes longer than 4 weeks 4 주 이상 남은 경우 4 週間を超える コースで中間時前の退学 50%

Withdrawal after the mid-point 학기 중간 이후 취소 中間時後の退学 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.

***I have read and understand the refund policy. I agree to the policy _____(Initial)**

SIGNATURE: _____ DATE: _____

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

Payment \$ _____ Date: _____ Accepted by: _____ CT _____ FMpro _____