



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

Birth day: _____ 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:

Table with 2 columns: Description (Withdrawal before the first day of instruction, etc.) and Refund Percentage (100%, 50%, No Refund)

Enrollment - shorter than 8 weeks:

Table with 2 columns: Description (Withdrawal before the first day of instruction, etc.) and Refund Percentage (100%, No refund, 50%, 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 _____



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

Course Start Date

Non-Student Visa courses start every Monday. 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: |
| 8:10 - 9:50 | 12:30 - 2:30 |
| 10:10 - 11:50 | 2:30 - 4:20 |

Each class is 50 or 100 minutes, Monday through Friday. Please see our schedule for details.

2011 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 (roughly \$50-\$100 per term).
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.