



Private Language Courses

24 languages available for those who cannot attend regularly scheduled classes

20-hours of private conversation lessons*

Common Languages

Japanese, Korean, Mandarin, French, Spanish, German

.....from \$695 + tax (\$727.75)

Rare Languages

Arabic, Russian, Samoan, Hawaiian, Thai, Cantonese, Portuguese, Tagalog, Ilocano, etc

.....from \$895 + tax (\$937.17)

Advanced and Test Preparation Courses also available

Ask our office about pricing a course designed specifically for your language goals

*20 hours is distributed to fit student’s schedule, 90 minute minimum per session.

*Hours must be used within 6 months from the first day of lesson.

*Semi-private lesson-second person gets 50% discount of tuition.

Examples: Meet 75 minutes for 16 sessions (20hrs)
Twice weekly for 8 weeks OR once weekly for 16 weeks

Meet 120 minutes for 10 sessions (20hrs)
Twice weekly for 5 weeks OR once weekly for 10 weeks

Based on the lesson plan, we can offer use of our text/materials.

Students are welcome to use their own materials



PRIVATE LESSONS ENROLLMENT APPLICATION

Name: _____
First name Last name

Address in Hawaii: _____
Street Apt # City Zip Code

E-Mail address: _____

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

Language: _____ Start Date: _____ Day/Time: _____

Tuition \$ _____ Material \$ _____ Other \$ _____ Total \$ _____

Visa ___ MC ___ AMX ___ JCB ___ No. _____ Expiration Date: _____
V-code _____

Cancellation and Refund Policy

- Private lessons can be arranged with a set schedule or with a flexible schedule. However, 20-hour must be used within 6 months from the first day of lesson.
- Cancellation for a lesson must be made at least 24 hours before the day of the scheduled lesson. Please note that notification must be received between Academia's normal business hours. There will be no make up lesson for any missed lesson.
- If student decides to cancel the lessons, cancelation must be requested to Academia office and refund will be processed within 30 days from the day of the request was made. The refund amount will be calculated from the hours used from the 20 hours, as shown below. Please contact the office for the exact refund amount.
- Lesson have an one hour and a half (1.5) hours or longer minimum.

Cancellation prior to first day of lesson	100%
Cancellation before the mid-point of the lessons	50%
Cancellation after the mid-point of the lessons	None

-Charges for books, audio materials, and supplies are non-refundable.
 -Checks returned for insufficient funds, a fee of \$25.00 will be charged.
 -Cancellation policy or refund policy may change without prior notice.

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 and will follow the policy _____(Initial)

SIGNATURE: _____ DATE: _____

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

Payment \$ _____ Date: _____ Bal. _____ Accepted by:
Form: Rev 1-7-09; effective: January 7th, 2009.