

### **Application procedure for student visa (F-1) applicant**

**INITIAL STUDENT WITH STUDENT VISA**– Applicant who already has a student visa and will apply to our school as a “new” student. The required minimum length of study is 8 weeks.

To apply to Academia:

**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**.
- 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.
- Must be issued within the past three months from the day you apply to Academia.
- Statement should show at least USD \$3,000.00.

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.
- Page with your picture and the F student visa.
- Dependent's passport copy if you have any dependents\*.  
\*Please write the country of birth of dependent(s) on the passport copy.

**Step 2** Receive I-20 from Academia

Academia will issue I-20 after all the above documents and payment are submitted. Then, the I-20 will be available for pick up or it will be mailed to you. I-20 will be sent via regular mail. We can also express mail your I-20 per request. Additional charges apply.

**Step 3** Pay SEVIS fee

Once you receive the new I-20 from our school, please pay the SEVIS fee before entering the U.S. Please visit:

<https://www.fmjfee.com/i901fee/students/applicantValidation.htm> to pay the fee.



## Course Fee Information

**Total Course Fee for 8 weeks \$1,320.00\***

\* The above fee includes the general tuition of \$1,220.00\*\* (incl. tax) and the registration fee of \$100.00 (incl. tax). Textbooks are not included in the tuition and are purchased separately.

\*\* The tuition includes 2 core classes totaling 20 hours per week for an 8 week session. Additional courses may be added as an audit with no charge, if there is room in the class. Arrangements to audit additional courses (electives, not core courses) may be made through the director of curriculum & staff development.

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:

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

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

- Refunds will be issued less the \$100 registration fee.
- Charges for books, audio materials, and supplies are non-refundable.

\*One session is 8 weeks. The mid-point of a session is 4 weeks.

\*\*The refund amount is calculated by subtracting the used tuition amount (of the completed session) from the total tuition paid.

Prepayment for tuition may be made at any time. In the event of a cancellation prior to the beginning of instruction, a full refund (100%) will be given.

## 2011 School Holidays

December 31	New Year's Day (observed)
January 17	Dr. Martin Luther King Jr. Day
February 21	Presidents' Day
March 25	Prince Kuhio Day
May 30	Memorial Day
June 10	Kamehameha Day
July 4	Independence Day
August 19	Statehood Day
September 5	Labor Day
October 10	Discoverers' Day
November 11	Veteran's Day
November 24	Thanksgiving Day
December 26	Christmas Day (observed)

Our course starting date is every Monday (if it is a holiday, the following day will be the course starting day). Please confirm that the day you want to start is not a holiday!

## Class Schedule

Academia has a flexible class schedule. Students choose their own schedule by choosing the 2 core classes (required classes that students must attend each week for at least 4 hrs per day) or equivalent 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\*. See below for the attendance policy and the hours of class time students must maintain as a full-time (F-1 visa) student.

## Attendance Policy

F-1 Students are responsible for attending all required classes to maintain their status in the US. Student 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 the F-1 status.



**Academia Language School – English Studies Application Form**

<b>Name*</b>			
_____		_____	
Last Name (Family Name)		First Name	Middle Name
<b>Country of Citizenship*</b>	<b>Place of Birth*</b>	<b>Date of Birth*</b>	<b>Sex (Circle one)*</b>
_____	_____	_____	Male / Female
City		Country	
Month/Day/Year			
<b>Hawaii Address</b>			<b>Contact Information</b>
_____			Home _____
_____			Cell _____
Street Number		Street Name	Apt. Number
City		Zip Code	
<b>Address in Home Country*</b>			<b>Contact Information</b>
_____			Home _____
_____			Cell _____
_____			Fax _____
Street Number		Street Name	Apt. Number
City		Province	Country
Zip Code			
<b>E-mail address</b>			
_____			
<b>Course Dates*</b>	<b><u>For Transfer Students Only</u></b>		<b>Visa Status (Circle one)</b>
<b>Start</b> _____	School Name _____		Do you have an F-1 visa?    Y / N If No, (Check one)
<b>End</b> _____	Program enrolled in _____		
Month/Day/Year	<b>Date Finished or expected last day</b>		
	_____		<input type="checkbox"/> I will apply for F-1 visa.
	Month/Day/Year		<input type="checkbox"/> I will change my status.
			<input type="checkbox"/> <b>Other</b> _____
<b>Emergency Contacts</b>			
Hawaii _____		Tel _____	
Home Country _____		Tel _____	
Name of Contact Person and relationship			
<b>Please read and sign</b>			
<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> </ul>			
<b>Signature of Applicant*</b>		<b>Date*</b>	
_____		_____	
		(Month/Day/Year)	

\*Required Information for I-20

Application Form