

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

**TRANSFER STUDENT**—Students who already have a student visa and will transfer from their present school. 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**.
      - Transfer students should start within 30 days from the last day of class at the current/last attended school. If it has been more than 30 days since your last day of class, contact Academia to see if you are eligible to transfer.
    - 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.
  - I-94 card (the white card on your passport).
  - Dependent's passport copy if you have dependents\*  
\*Please write the country of birth of your dependent(s) on the passport copy.
5. Transfer Eligibility Form
  - Submit the attached Transfer Eligibility Form to your current/last attended school.
6. Copy of I-20 from current or last attended school
  - Please check that #3 of your I-20 is "continued attendance."

**Step 2** After your application is received, Academia will contact your school for the eligibility to transfer and let you know if you are accepted or not.

**Step 3** Once the transfer-out school and Academia complete the transfer process in SEVIS, your admission process is complete. We will inform you about the course starting day and placement test.

\*Note: If you are traveling before the course starting day, please inform Academia. We will need to give you a travel I-20. Failure to do so may result in refusal to enter the U.S. upon arrival.



## 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 _____
Street Number Street Name Apt. Number City Zip Code			Cell _____
<b>Address in Home Country*</b>			<b>Contact Information</b>
_____			Home _____
Street Number Street Name Apt. Number			Cell _____
City Province Country Zip Code			Fax _____
<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



### Verification of Status Request for F-1 Student

The following international student intends to transfer to Academia Language School.

School code: HHW214F00151000

Student: If you are currently attending a school in the U.S., please fill out SECTION I and take this form to your current school and ask your counselor/advisor to complete SECTION II.

**SECTION I – To be completed by student.**

Student's Name \_\_\_\_\_  
Last First M.I.

Birthdate \_\_\_\_\_  
Month/Day/Year

Current School's Name \_\_\_\_\_

I am planning to attend Academia Language School on \_\_\_\_\_

I authorize the release of my SEVIS record to Academia \_\_\_\_\_  
Signature Date

**SECTION II – To be completed by the counselor/advisor of the school the student is attending.**

Please fill out this form and return to student or fax to Academia at (808) 947-4655

**PLEASE DO NOT RELEASE THE STUDENT'S SEVIS RECORD UNTIL THE STUDENT HAS BEEN ACCEPTED BY ACADEMIA LANGUAGE SCHOOL**

Student SEVIS ID \_\_\_\_\_ Last day at your school \_\_\_\_\_

School Information \_\_\_\_\_  
Name of institution as it appears in SEVIS Address

Phone Fax Email Address cont.

**PLEASE CONFIRM STUDENT'S STATUS**

- The student is in good academic standing and is/has been pursuing a full course of study. SEVIS release date \_\_\_\_\_ upon acceptance.
- The student is in status, but is not in good academic standing (e.g. attendance, grades) Comments \_\_\_\_\_
- The student is currently out of status and needs to apply for reinstatement. The student was terminated on \_\_\_\_\_ Reason for termination \_\_\_\_\_

DSO name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_