

HOW TO APPLY

- Please complete the registration form and send it to our office. You can find the form in this insert or on our web site at www.hiauxa.com.
- Please submit the \$100 non refundable Registration Fee with your form.
- If you wish to enter the United States on an F-1 student visa, please also send us the required financial documents and a copy of your passport as outlined under "Terms and Conditions".
- If you require HIA to arrange for your housing, please fill out the accommodation request form. You can find the form in this insert or online at www.hiauxa.com. Please also submit the required housing reservation fee.

HIA accepts transfer students. If you are planning to transfer to HIA from another U.S. school, please contact us to find out about the necessary procedures.

PRICE INFORMATION

All prices are given in US\$ and are subject to change.

1. TUITION FEES

- Intensive English
- TOEFL Preparation
- English & Volunteering

Weekly Rate:

	15 hours	20 hours	25 hours
2 – 3 weeks	\$ 200	\$ 240	\$ 280
4 – 9 weeks	\$ 170	\$ 200	\$ 240
Over 10 weeks	\$ 150	\$ 170	\$ 210

College Pathway Program:

	20 hours	25 hours
20 weeks Course	\$ 3,200	\$ 4,000
30 weeks Course	\$ 4,650	\$ 5,850
40 weeks Course	\$ 6,000	\$ 7,600

2. HOUSING FEES

A) Homestay (Single Room)

	One-Time Placement Fee (non refundable)	With Breakfast & Dinner	Without meals
Weekly Price	\$ 200	\$200	\$165
Airport pick up (one way, optional, non refundable)	--	\$ 70	\$ 70

B) Studio 819 Residence Club*

	Reservation Fee (non refundable)	Private Studio (small)	Private Studio (large)	Double (shared with a friend)
2 weeks	\$ 100	\$ 665	\$ 885	\$ 885
4 weeks	\$ 100	\$ 750	\$ 890	\$ 890

**All bookings require a \$30 cleaning fee.*

Weekly residence club fees are available upon request. Prices do not include meals. Space is limited and prices are based on availability. Double occupancy charge: \$100 per room. Additional charges that may apply: telephone bill, car parking fee (\$90/month), internet access (\$10/month), etc.

3. OTHER FEES

Registration Fee (non-refundable)	\$100
Student services fee (non-refundable)	Minimum \$20/4weeks (\$5/each additional week)
Wire transfer bank fee (US) (non-refundable)	\$30
Book fees (non-refundable)	Book prices vary by class (\$85-\$190)
Express Delivery (non-refundable)	\$75
Airport pick up service (one way)	\$70 (optional)
Volunteering Scheduling fee	\$150

PROGRAM DATES

Courses start every Monday (except holidays).

General Terms and Conditions

Registration

Please complete the Registration form and submit it along with the non refundable Registration fee and if requesting placement, the appropriate accommodation placement fee. H.I.A. accepts students 15 years old and older.

H.I.A. accepts new students each session. All students take a mandatory placement test and an oral interview the first Monday of every session. An orientation to the school and the area is provided that day. Classes begin on Tuesday.

Visa Information

This school is authorized under Federal law to enroll nonimmigrant alien students.

For students registering for a full-time program, HIA will issue a Certificate of Eligibility for Non-immigrant Student Status (I-20 form) necessary to obtain an F-1 student visa.

To obtain an I-20 Form from our school, please fax or mail us an original certification showing that sufficient funds will be available for both your tuition and living expenses while studying at H.I.A.

Each one of the following documents (in English) is an acceptable form of certification:

1. A current personal bank statement or letter from your bank.
2. A letter of support from your parents/sponsor stating that they will be responsible for your expenses during your stay, and a bank statement or bank letter verifying their financial ability to meet your expenses.
3. A letter guaranteeing financial support from a sponsoring organization.
4. A scholarship letter from your government.

The I-20 Form can only be issued after you have submitted your financial certification, a copy of your passport, signed registration form and the registration fee of \$100 (non refundable).

Since you will need to present some financial documentation to the U.S. consular officer when applying for a student visa, we suggest that you make sufficient copies of all financial documentation for both H.I.A. and visa application purposes.

Once we have received all required documents and your payment of the registration fee, we will issue the I-20 form and mail it to you. You will then have to apply for the F-1 student visa at the American Embassy in your home country.

Fees

-Payment of Fees

All tuition, service fees and housing costs must be paid at least 30 days before your course begins.

-Late Booking Express Delivery

If you apply less than 30 days before your course start date and require an I-20, you will be invoiced an additional fee of \$75 (non refundable) to cover express delivery charges.

-Medical Insurance

All students at H.I.A. must have medical insurance coverage, or sign a waiver. If you wish to use your own insurance, you must show proof of coverage upon arrival. Otherwise, H.I.A. can prepare the paperwork upon your arrival.

-Airport Service

H.I.A. can provide airport service (\$70.00) with a representative greeting you at the airport and transporting you to the school, your residence club or homestay. We must receive your flight information at least 7 days prior to your arrival to provide airport transfer service. If we receive your flight information less than five days prior to your arrival, a \$50 late fee will be added. Pick up hours are from 7:00 a.m. to 10:00 p.m. Students arriving before or after these hours will need to pay an additional fee. Transfer fees will not be refunded if you fail to inform us of any changes in your itinerary at least 2 business days prior to your arrival. If H.I.A. fails to provide pick-up as agreed, compensation shall not exceed the original transfer fee of \$70.00.

-Accommodations

H.I.A. offers accommodations in a residence club and homestays. Prices vary by the length of stay and meal options. Housing availability varies depending on the time of year. *Students must be at least 18 years old to participate in the Residence Club Housing Program.*

-Accommodations Cancellation Policy

Homestay: A minimum of a four week notice is required in order for you to receive your remaining balance for unused homestay. Without any notice, fifty percent (50%) of your next four week homestay period will be retained as a cancellation fee.

Residence Club: If you cancel your reservation within two weeks prior to your arrival, a \$100 cancellation fee will apply. After arrival, a 30-day notice will be required to cancel, otherwise no refunds will be made.

-Books

Books must be purchased separately. Prices vary by course and level.

-Course Extension

Course extensions are possible. The sooner (7 day notice) you apply, the better chances for you to reserve a seat in the program of your choice. All additional course fees must be paid directly to H.I.A. or through your representative.

Refunds

-Visa Denial Provision

If you are applying for an F-1 visa to study in the U.S., and your visa application is refused for any reason, you will receive a 100% refund of all tuition fees paid. The registration fee and express delivery fees will not be refunded. You must return your I-20 Form by mail in order to receive a refund.

-Cancellation before Course Starts

Prior to the first day of instruction, you have the right to cancel your course and receive a 100% refund of the amount paid for educational fees, less the registration fee (\$100) and accommodation booking fee (\$100 for Residence, \$200 for Homestay), if applicable.

-Withdrawal or Cancellation after Course Starts

If students want to cancel their program, a minimum of 4 weeks notice is required in order to receive the balance of the tuition. However, 40% of tuition will be deducted as a Cancellation Fee. The following fees are non-refundable: Registration Fee, Student Service Fee, Residence Placement Fee, Homestay Placement Fee, Books, Wire Transfer Fee, Volunteering Placement Fee, Express Delivery, Airport Pick Up Fee.

-Change in Course Length and/or Hours

If students want to shorten the course length or attend a different number of hours from the number of hours originally en, a minimum of 4 weeks notice is required in order to receive the balance of the tuition. However, 40% of tuition will be deducted as a Cancellation Fee.

If students have applied through a recognized HIA Agent, the school will refund only the part of the tuition paid to the school. Prepayments made to the Agent are to be discussed with the Agent directly by the student.

The school will pay or credit any refunds within 30 days from the date of notice. Notification of cancellation, withdrawal or change in course length and/or hours must be made in writing.

Course Confirmation and Acceptance Packet

You should receive a written notice of your acceptance by email and/or mail.

Academic Policies and Rules

As an H.I.A. student you are subject to the H.I.A. rules and regulations. Regular attendance is expected. Three absences may result in suspension or failure. You will be graded on a weekly basis and are expected to master the course objectives through homework, quizzes and participation. Satisfactory performance must be achieved before you continue at a higher level of instruction.

School Holidays

H.I.A. is closed on the following days for school holidays. Course hours lost due to holidays are not rescheduled.

Holidays Observed in 2010 (no classes)

Martin Luther King, Jr. Day	January 18, 2010
Presidents' Day	February 15, 2010
Memorial Day	May 31, 2010
Independence Day	July 5, 2010
Labor Day	September 6, 2010
Columbus Day	October 11, 2010
Thanksgiving Day	November 25, 2010
Day After Thanksgiving Day	November 26, 2010
Christmas Holidays	December 20, 2010~January 2, 2011

Liability

H.I.A. and its staff and representatives will not be liable for loss, damage or injury to persons or property, however caused, except where liability is expressly imposed beyond exclusion by statute. H.I.A. will not be liable in the event that services contracted become impossible to supply by reason of any cause outside of the control of H.I.A.



REGISTRATION FORM

■ Your Personal Information

Male Female Last Name _____ First Name _____
Home Country Address _____ City _____ State _____
Postal Code _____ Country _____ Phone (home) _____
Date of Birth _____ Citizenship _____ E-mail _____

■ Emergency Contact in Home Country (or U.S.)

Name _____ Relationship _____ Phone (home) _____
E-mail _____

■ Visa Information (Visa type for entrance into the U.S.)

B-1/B-2 F-1 (student) J-1 Visa Waiver Other _____

■ Course Information

Course _____ Course hours 15hrs 20hrs 25hrs
Starting Date _____ Ending Date _____ Course Weeks _____

■ Accommodation Request

Homestay Residence Club No Accommodation
Check in Date _____ Check out Date _____
*If you chose homestay, please answer the questions bellow,

Hobbies _____ Allergies : Food _____ Pet _____
Smoke Yes No Other request _____

■ Optional Services

Airport Pick-up (San Diego International Airport) : Arrival Departure Not required
Flight information : Arrival Date _____ Time _____ am pm
Airline _____ Flight Number _____ Departure Date _____

Express Delivery (\$75) : Required Not required

■ Payment Information

Traveler's Check (or money order) Wire Transfer Credit Card – Please provide the following information
*Credit Card information: Type of card Visa Master Name of Card holder _____
Card Number _____ Expiration Date _____ Secure Code (3 digits on back of card) _____
I authorize Human International Academy to charge \$ _____ Signature _____

■ Registration Agreement and Health Declaration

I understand that the fees for this program are payable in full before the course start date and agree to pay them in accordance with the registration conditions. I certify that I am able to provide for all other expenses related to my stay in the United States. I authorize the release of my records and transcripts to my sponsoring organization admission offices, family members and Human International Academy. I am aware that I should have medical insurance for the duration of my stay in the U.S. In the event of a medical emergency, I authorize any hospital or doctor to initiate treatment and release medical information for insurance purposes. I release Human International Academy and its representatives from any liability for such measures taken on my behalf. I confirm that I have read and accepted the Registration Agreement and Health Declaration. Based on Human International Academy's current fees, I understand my registration fee will be \$100 to be paid with registration form.

Signature: _____ **Date:** _____

(*If applicant is under 18 years of age, guardian has to write)