

ADMISSION POLICY

1. BOOKING PROCESS:

1. Fill out the pre-enrollment application form which is downloadable from our website or fill out the on-line application form.

2. E-mail (info@cpchawaii.edu) or fax (1-808-791-7804)

the application form with the following documents:

- A copy of your passport (photo page).
- The minimum balance of your bank statement needs to be over \$21,648. The bank statement must be in English and also submitted no later than 3 months prior to the date of the I-20 issuance. \$21,648 is the total cost of living expenses and tuition fees in order to study at CPC. If said student does not have enough money on their bank statement (and are therefore ineligible to attain student status for a full year) they may instead study in the program for whatever length of time their actual funds make them eligible for.
- A housing application form if student needs housing service, such as Condominium Residence(Shared Condo) or homestay from SSA (Student Service America).

3. Our admissions office will e-mail the gross & net invoice.

4. Please make the initial payment or full payment using the credit card form attached.

5. As soon as the initial or full payment is confirmed, we will issue an I-20, an acceptance letter and I-901 (if SEVIS fee receipt is requested) and send them to students by FedEx. We will also inform you of the tracking number.

6. Please apply for a student VISA at the U.S. Embassy in your country.

7. Once a student obtains an F1 Visa and books his/her flight, immediately send the following information: Arrival date, Arrival time, Airline, Flight number

8. We will send the final confirmation which has information about CPC's new student orientation on the first day of school.

9. Please pay the balance before student's arrival.

2. 2026 CPC REFUND POLICY

Rejection of Applicant

If an applicant is rejected for enrollment by CPC, or if a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$500 non-refundable charges if such charges are clearly itemized in the enrollment agreement as non-refundable. Certain mandatory government or service-related fees are paid by CPC on behalf of the student and are non-refundable once paid or processed, even if the student cancels prior to the start of the program. Refunds will be made within 45 calendar days from the date of notification of visa or entry denial.

Program Cancellation

If CPC cancels a program subsequent to a student's enrollment, CPC will refund all monies paid by the student.

Cancellation Before Classes Begin or No-show before entry into the U.S.

If a student cancels prior to the start of scheduled classes and has not entered the United States, CPC will refund all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$200. However, certain mandatory government or service-related fees are paid by CPC on behalf of the student and are non-refundable once paid or processed, even if the student cancels prior to the start of the program. Refunds will be made either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.

Cancellation Before Classes Begin or No-show after entry into the U.S.

If a student cancels prior to the start of scheduled classes and has entered the United States, CPC will refund all monies paid, less non-refundable institutional charges of up to \$500 (e.g., registration fee, I-20 mailing/courier fee, accommodation processing fee if applicable), provided these are clearly itemized in the enrollment agreement. Certain mandatory government or third-party service fees—such as the SEVIS I-901 fee or express courier shipping fees already paid on the student's behalf—are considered pass-through fees and are non-refundable once paid or processed, even if the student cancels prior to the start of the program. Refunds will be made within 45 calendar days of either (a) the student's cancellation date or (b) the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.

Withdrawal or Termination After Classes Begin

First Period of Financial Obligation:

Refunds are calculated based on the student's last date of attendance (LDA) within the current period of financial obligation, which refers to the portion of the program for which the student has paid and which shall not, under any circumstances, exceed twelve (12) months.

During the first week of classes, CPC may retain up to ten percent (10 %) of the stated tuition, not to exceed \$1,000, plus up to \$500 in non-refundable charges (e.g., registration fee, I-20 mailing/courier fee, accommodation processing fee if applicable). After the first week and through fifty percent (50 %) of the period of financial obligation, CPC will retain a pro-rated portion of the tuition earned based on the portion of the term completed, plus ten percent (10 %) of the unearned tuition (not to exceed \$1,000), and up to \$500 in non-refundable charges. After fifty percent (50 %) of the period of financial obligation has been completed, CPC may retain the full tuition for that period and up to \$500 in non-refundable charges. Refunds will be issued within forty-five (45) calendar days of the date of determination (DOD) of withdrawal or termination.

Subsequent Periods of Financial Obligation or Enrollment Periods:

For students who continue or extend their enrollment beyond the first period, the same refund rules apply independently to each period of financial obligation.

If a student has been absent for 10 consecutive calendar days, they will be automatically withdrawn. The refund due will be calculated using the last date of attendance to cancel and be paid within 45 calendar days. In such cases, the standard refund policy (as mentioned above) will also apply.

Students who are terminated because of violations of CPC rules/policies (including attendance) will receive a pro-rated refund. The refund will be calculated based on the last date of attendance. In such cases, the standard refund policy (as mentioned above) will also apply.

If your enrollment was facilitated by an authorized CPC overseas agent, the refund shall be made to the agent. However, the processing of any refund may be governed by the contractual agreement between you and the agent. You are advised to consult with your agent should you have any questions.

Non-Refundable Charges

Registration fee, express mailing fee, I-20 re-issuing fee, SEVIS Fee, and accommodation processing fee

Accommodation

Accommodation arrangements may be made through CPC. However, accommodation rules are subject to each

accommodation company's individual policy such as deposit fees, refunds, and cancellation. Please contact the individual company regarding these policies.

3. 2026 STUDENT SERVICE AMERICA REFUND POLICY

*The housing services are offered by Student Service America for CPC students.

BEFORE A STUDENT MOVES IN:

You have the right to withdraw your housing application at any time. A withdrawal can take place by written notice provided by you to Student Service America Inc.

STUDENT'S RIGHT TO CANCEL:

You have the right to cancel your housing application form and obtain a refund of charges if notice of cancellation is made 30 days before your scheduled move in date.

You must indicate your request to cancel and obtain a refund by submitting a letter to the address listed on your housing application form.

REFUND POLICY

You shall be refunded 100% of the amount paid to Student Service America Inc. if notice of cancellation is made more than 30 days before your scheduled move-in date. An applicant must agree that he/ she will forfeit the remaining balance of any rent payment (up to 30 days), as well as incur a cancellation fee of \$200/\$350, if he/ she cancels the housing tenancy less than 30 days before the occupancy date as listed above. If the student moves out after moving in, no refund will be issued unless a replacement is found. All refunds, as determined above, will be paid within 30 days after the notice of refund has been accepted, according to our cancellation or move out policy.

AIRPORT PICKUP

You shall be refunded 100% of the amount paid for Student Service America Inc. If notice of cancellation is made more than 72 hours before your scheduled airport pickup. If a student cancels after the above cancellation deadline, no refund will be issued.

If your booking was facilitated by an authorized our overseas agent, the processing of any applicable refund may be governed by the contractual agreement between Student Service America Inc. and the agent. You are advised to consult with your agent prior to entering into this enrollment agreement should you have any questions.