



2025 Agent Manual



Vision

To transform people's lives through English language learning for self-realization.

Mission

To provide high-quality English language teaching for multicultural communication among all learners.

Central Pacific College (CPC) assists learners of English by focusing on can-do goals, meeting one-on-one with instructors, and using a personalized learning plan. CPC strives to provide opportunities to develop linguistic and cultural competence necessary to function within a multicultural environment in Hawai'i and in the rest of the English-speaking world.

CPC is committed to providing high levels of education by:

- Providing diverse academic, extra-curricular and accommodation options that optimize the students' study abroad experience. CPC's friendly and professional staff strive to assist students with all of their needs.
- Encouraging students to extend their learning beyond the classroom. CPC offers a wide variety of academic workshops that promote interest in topics and skills not explored in everyday classes. Topics such as Survival English, Introduction to TOEIC and TOEFL are offered every term.
- Supporting students who wish to pursue higher education in the United States. CPC has transfer agreements to enroll at fifteen universities and colleges across the US: Adelphi University, American University, Auburn University, Auburn University at Montgomery, Florida International University, Kapiolani Community College, Louisiana State University, The University of Central Florida, University of Dayton, The University of Illinois at Chicago, The University of Kansas, University of Massachusetts, Massachusetts Boston, The University of the Pacific, University of South Carolina, and the University of Utah.

1585 Kapiolani Blvd. Suite 1705,
Honolulu, HI 97814
Phone: (808) 791-7800
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Our location



Central Pacific College is located at 1585 Kapiolani Blvd, a three-minute walk to Ala Moana Shopping Center and Ala Moana Beach. Occupying a suite on the seventeenth floor of a professional office building, CPC provides students with a comfortable learning environment.



Central Pacific College will open a new campus on December 30, 2024, directly connected to Ala Moana Shopping Center.

The new campus location will be much more convenient and offer high-quality facilities, providing an improved learning environment. CPC will also have more classrooms.

2025 SCHEDULE

STEP - Short-term English Program (Mon - Thu)

EPP - English Proficiency Program (Mon - Fri)

Convrnsation Program (Mon - Thu)

		MON	TUE	WED	THU	FRI
MORNING SCHEDULE**	9:00 am to 10:50 am	Grammar Use Class	Grammar Use Class	Grammar Use Class	Grammar Use Class	Grammar Use Class
	<i>Break</i>					
	11:00 am to 12:50 pm	Integrated Skills Class	Integrated Skills Class	Integrated Skills Class	Integrated Skills Class	Integrated Skills Class
AFTERNOON SCHEDULE**	1:10 pm to 2:00 pm	Pronunciation & Accent Reduction	Pronunciation & Accent Reduction	Pronunciation & Accent Reduction	Pronunciation & Accent Reduction	No Class
	2:05 pm to 2:55 pm	Vocabulary & Idioms	Vocabulary & Idioms	Vocabulary & Idioms	Vocabulary & Idioms	No Class
	<i>Break</i>					
	3:05 pm to 5:25 pm	Roleplay & Discussion	Roleplay & Discussion	Roleplay & Discussion	Roleplay & Discussion	No Class



Level	16 Weeks	16 Weeks	16 Weeks	16 Weeks	16 Weeks	16 Weeks	16 Weeks
A0	10-20 GSE	True Beginner	Grammar Use and Integrated Skills (320 hours / 16 weeks / 4 modules) This level familiarizes learners with new sounds, simple vocabulary, and basic concepts of English grammar. LISTENING: Students can understand basic questions about personal details if addressed slowly and clearly. SPEAKING: Students can ask and answer simple questions about things they have in a limited way. READING: Students can recognize familiar names, words and very basic phrases on simple notices. WRITING: Students can complete basic forms with basic personal details.				
A1	10-30 GSE	Beginner	Grammar Use and Integrated Skills (320 hours / 16 weeks / 4 modules) This level provides learners with the foundational skills needed to participate in basic English conversation. LISTENING: Students can follow simple, everyday transactions (interactions) if carried out slowly and clearly. SPEAKING: Students can use brief, everyday expressions to describe wants and needs, and request information. READING: Students can follow simple instructions to carry out a straightforward (simple) task. WRITING: Students can write simple sentences about someone's life and routines.				
A1-2	25-45 GSE	High Beginner	Grammar Use and Integrated Skills (320 hours / 16 weeks / 4 modules) This level encourages learners to further expand the development of basic conversation and grammar skills. LISTENING: Students can follow the main points of short talks on familiar topics if delivered in clear standard speech. SPEAKING: Students can express belief, opinion, agreement, and disagreement politely. READING: Students can generally understand straightforward (simple) factual texts on familiar topics. WRITING: Students can write a story (narrative) with a simple linear sequence.				
A2-B1	40-55 GSE	Low Intermediate	Grammar Use and Integrated Skills (320 hours / 16 weeks / 4 modules) This level emphasizes the use of practical grammar and conversational structures needed to participate in everyday discussions in English. LISTENING: Students can distinguish facts from opinions in a simple (conversation), presentation or lecture. SPEAKING: Students can explain the main points in an idea or problem with reasonable precision. READING: Students can distinguish between the main idea and related ideas in a simple academic text in order to answer specific questions. WRITING: Students can write personal emails/letters, reporting recent events in detail.				
B1-B2	50-65 GSE	Intermediate	Grammar Use and Integrated Skills (320 hours / 16 weeks / 4 modules) This level focuses on enhancing and improving students' use of complex grammar and conversation structures. LISTENING: Students can extract the main points from news items, etc. with opinions, arguments, and discussion. SPEAKING: Students can express opinions about news stories using a wide range of everyday language. READING: Students can summarize, comment on and discuss a wide range of factual and imaginative texts. WRITING: Students can systematically evaluate the advantages and disadvantages of various options.				
B2	60-75 GSE	Low Advanced	Grammar Use and Integrated Skills (320 hours / 16 weeks / 4 modules) This level focuses on developing students' critical thinking skills via interaction with complex grammar structures and high-interest discussion topics. LISTENING: Students can follow lines of argument in a (linguistically complex presentation, (conversation) or lecture. SPEAKING: Students can paraphrase information taken from a linguistically complex academic text (or topic). READING: Students can identify the main line of argument in a linguistically complex academic (or fictional) text. WRITING: Students can use a range of idiomatic phrases as part of a structured text.				
B2-C1	75-85 GSE	Advanced	Grammar Use and Integrated Skills (320 hours / 16 weeks / 4 modules) This level focuses on communicative fluency through the development of academic vocabulary and writing skills. LISTENING: Students can understand the main points of complex and abstract presentations in their field. SPEAKING: Students can give a presentation on an academic topic in their field of specialization using linguistically complex language. READING: Students can synthesize information from two or more linguistically complex problem-texts in a specific field. WRITING: Students can write a structured paragraph on an academic topic, using linguistically complex language.				
B2-C1	75-85 GSE	Proficiency	Grammar Use and Integrated Skills (320 hours / 16 weeks / 4 modules) This level develops proficiency through high-level test-taking strategies and academic task-based activities. LISTENING: Students can understand the details of extended and linguistically complex professional and technical presentations. SPEAKING: Students can effectively participate in a debate on complex or abstract topics using linguistically complex language. READING: Students can understand linguistically complex academic texts in specialized fields. WRITING: Students can create well-structured complex texts with underlying inferred meaning.				

TOEIC® B1 • B2 • C1

TOEFL® B2 • C1

SCHOOL | OFFERED PROGRAMS

English Proficiency Program (EPP)

The English Proficiency Program (EPP) has been designed to empower students to take control of their learning progress by using can-do goals and by using a personalized learning plan. The overall goal is to gradually improve the students' communicative fluency and academic skills in order to become successful English speakers. The program is comprised of eight different levels (i.e., True Beginner through Proficiency). Most EPP students have a student visa and are committed to the study of English full-time (twenty hours a week plus additional hours of preparation at home).

Short-Term English Program (STEP)

The Short-Term English Program (STEP) is for students who do not have an F-1 student visa and who study for sixteen hours per week, typically four hours per day, Monday through Thursday. Classes are offered in the morning and afternoon, depending on enrollment. Similar in structure to the EPP program, it allows students to experience and participate in a comprehensive program (i.e., True Beginner through Proficiency) for up to twelve weeks.

TOEFL® program

This program prepares students to take the TOEFL® exam through comprehensive review and practice of the skills that are commonly tested on the exam.

Conversation Program:

The Conversation Program prepares students to speak in a fluent and confident manner by enlarging their vocabulary, perfecting their pronunciation/ intonation, and practicing public and private speaking. The curriculum enables students to speak at specific levels indicated in the Global Scale of English. There are can-do goals that inform Project and Task-based Learning activities in the classes.

Club Keiki Program (Seasonal & For students only: 6-12 & 13 - 18 yrs old) Club Keiki is a seasonal children and teens' program that is available in the spring, summer and winter (for a maximum of six weeks). Students are engaged in cultural activities for four hours in the morning and two and a half hours of English classes in the afternoon with a half hour break for lunch in between. The total number of hours it takes to complete the Club Keiki program in the spring is 70 hours, 210 hours in the summer and 175 hours in the winter.



ABOUT THE CLUB KEIKI

The Club Keiki program provides students with the opportunity to participate in specific Hawaiian activities in the morning while engaging in afternoon English classes that improve students' receptive skills. The English curriculum assists students to familiarize themselves with English, and Hawaiian and American culture!

SAMPLE ACTIVITY SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sea Life Park	Diamond Head Hike	Planetarium & Science Experience	Dole Plantation Pineapple Maze	Mini Golf

- After completing the application process, we will send a detailed schedule.
- Transportation via school bus or mini van will be provided for those activities that are far from CPC.
- For activities located near CPC, students and activity leaders will travel on foot.



DATES:

2025 WINTER

1/06/25-1/10/25
1/13/25-1/17/25
1/20/25-1/24/25
[a week break]
2/03/25-2/07/25
2/10/25-2/14/25

2025 SPRING

3/24/25-3/28/25
3/31/25-4/04/25

2025 SUMMER

7/14/25-7/18/25
7/21/25-7/25/25
7/28/25-8/01/25
8/04/25-8/08/25
8/11/25-8/15/25
8/18/25-8/22/25



TIME:
8:30 - 3:45pm
(daily)



AGES:
6 - 12 &
13 - 18 years old



Sample Daily Schedule:



8:30AM 12:30PM 1:15PM 3:45PM

Activity Lunch English Class



Drop off e.g. Shopping e.g. Branch e.g. Relax in beach Pick up

Free time

※Club Keiki staff are in charge of the children's safety and well-being. Parents are not to accompany their children during the program.

-> Minimum enrollment: 1 week;
Maximum enrollment: 6 weeks

-> Average student to teacher ratio: 15:1

-> Program fees include transportation, admission fees, lunch, snack, Club Keiki t-shirt, and tuition. Well-trained and qualified activity leaders will accompany students during the field trip to ensure their safety and well-being. There will be at least one activity leader to accompany every five - eight children.

-> Complimentary Club Keiki t-shirts will be provided to all students upon enrollment in the program.

* The information above is subject to change.

SCHOOL CALENDAR 2025

Central Pacific College 2025 Calendar

1221 Kapiolani Blvd., Suite 740 Honolulu, HI 96814 Ph: (808) 791-7800 Fax: (808) 791-7804
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December 2024 / January 2025						
SU	M	T	W	TH	F	SA
12/15	12/16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	12/31	1/1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	1/17	18

January / February						
SU	M	T	W	TH	F	SA
19	1/20	1/21	22	23	24	25
26	27	28	29	30	31	2/1
2	2/3	4	5	6	7	8
9	10	11	12	13	2/14	15

February / March						
SU	M	T	W	TH	F	SA
16	2/17	2/18	19	20	21	22
23	24	25	26	27	28	3/1
2	3/3	4	5	6	7	8
9	10	11	12	13	3/14	15

March / April						
SU	M	T	W	TH	F	SA
3/16	3/17	18	19	20	21	22
23	24	25	3/26	27	28	29
30	31	4/1	2	3	4	5
6	7	8	9	10	4/11	12

April / May						
SU	M	T	W	TH	F	SA
4/13	4/14	15	16	17	4/18	19
20	21	22	23	24	25	26
27	28	29	30	5/1	2	3
4	5	6	7	8	5/9	10

May / June						
SU	M	T	W	TH	F	SA
5/11	5/12	13	14	15	16	17
18	19	20	21	22	23	24
25	5/26	27	28	29	30	31
6/1	2	3	4	5	6/6	7

June / July						
SU	M	T	W	TH	F	SA
6/8	6/9	10	6/11	12	13	14
15	16	17	18	6/19	20	21
22	23	24	25	26	27	28
29	30	7/1	2	3	7/4	5
6	7	8	9	10	7/11	12

July / August						
SU	M	T	W	TH	F	SA
7/13	7/14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	8/1	2
3	4	5	6	7	8/8	9

August / September						
SU	M	T	W	TH	F	SA
8/10	8/11	12	13	14	8/15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	9/1	2	3	4	9/5	6

September / October						
SU	M	T	W	TH	F	SA
9/7	9/8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	10/1	2	10/3	4

October / November						
SU	M	T	W	TH	F	SA
10/5	10/6	7	8	9	10	11
12	10/13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	10/31	11/1

November						
SU	M	T	W	TH	F	SA
11/2	11/3	4	5	6	7	8
9	10	11/11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	11/27	11/28	29

December 2025 / January 2026						
SU	M	T	W	TH	F	SA
11/30	12/1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	12/31	1/1	1/2	3

January 2026						
SU	M	T	W	TH	F	SA
1/4	1/5	6	7	8	9	10
11	12	13	14	15	16	17
18	1/19	20	21	22	23	24
25	26	27	28	29	1/30	1/31

February 2026						
SU	M	T	W	TH	F	SA
2/1	2/2	3	4	5	6	7
8	9	10	11	12	13	14
15	2/16	17	18	19	20	21
22	23	24	25	26	2/27	2/28

New enrollment period for Full time(F1) students

School Holidays

New enrollment period for STEP:Part time students (Any Monday except for holidays)

2025

Jan 1 - New Year's Day
Jan 20 - Dr. Martin Luther King, Jr. Day
Feb 17 - President's Day
Mar 26 - Prince Jonah Kuhio Day
April 18 - Good Friday
May 26 - Memorial Day

Jun 11 - King Kamehameha Day
Jun 19 - Juneteenth
Jun 23 - 27 - Summer Vacation
Jul 4 - Independence Day
Aug 15 - Statehood Day

Sep 1 - Labor Day
Nov 11 - Veterans' Day
Nov 27 - 28 - Thanksgiving
Dec 22 - 26 - Winter Vacation
Dec 31 - New Year's Eve



CPC FEE TABLE 2025

1) INITIAL FEE (NON-REFUNDABLE)

REGISTRATION FEE Non F1 Students (STEP)	\$150
REGISTRATION FEE F1 Students (EPP)	\$150
I-20 SHIPPING FEE (EPP: If requested)	\$120
REGISTRATION FEE Kids Program Students (Club Keiki)	\$100

Program Starting Dates Non F1 Students (STEP)	Any Monday except for holidays.
Program Starting Dates F1 Students (EPP)	2024: 12/16 2025: 1/21, 2/18, 3/17, 4/14, 5/12, 6/9, 7/14, 8/11, 9/8, 10/6, 11/3, 12/1 2026: 1/5
Program Starting Dates Kids Program Students (Club Keiki)	1/06, 1/13, 1/20, 2/03, 2/10, 3/24, 3/31, 7/14, 7/21, 7/28, 8/04, 8/11, 8/18

2) TUITION

	1 wk	2 wks	3 wks	4 wks	5 - 8 wks	9 - 12 wks	13 - 24 wks	25 - 35 wks	36 -47 wks	48 - 52 wks
STEP for Non F1 Students: Short-term English Program (16 hours/wk)	\$297/week	\$296/week	\$282/week	\$281/week	\$275/week	\$262/week	\$235/week	\$224/week	\$212/week	\$181/week
Club Keiki	\$970/week	\$850/week	\$800/week	\$780/week	\$750/week	\$720/week				
EPP for F1 Students: English Proficiency Program TOEFL (20 hours/wk) Conversation Program (18 hours/wk)			\$327/week		\$320/week	\$300/week	\$272/week	\$256/week	\$241/week	\$201/week

- ex) ■ Non F1 Students (STEP)
 - F1 Students (EPP)
 - Kids Program Students (Club Keiki)
- ex) **Short Term English Program (Part time) for 4 weeks:**
\$281/wk x 4=\$1,124
- *Club Keiki is for kids who are between 6 yrs old to 12 yrs old and 13 yrs old to 18 yrs old.

3) ACCOMODATION (OPTIONAL)

Central Pacific College works directly with its partner organizations to provide students with Condominium Residence (Shared Condo), homestay residences, and student services.

	With Airport Pickup		Without Airport Pickup		Airport Services		Without Airport Pickup	
Placement Fee (one time only)	\$200	C. Residence	\$230		Airport Pickup		\$140	
	\$350	Homestay	\$380		Airport Dropoff		\$130	

ACCOMMODATION RENT FEE*	ROOM TYPE	1wk - 4wks		5wks- 52wks		Extra Day	
		OVER 18YRS OLD	LESS THAN 18YRS OLD/ OVER 60 YRS OLD*	OVER 18YRS OLD	LESS THAN 18YRS OLD/ OVER 60 YRS OLD*	OVER 18YRS OLD	LESS THAN 18YRS OLD*
HOMESTAY	Private	\$515/wk	\$590/wk	\$395/wk	\$454/wk	\$90	\$104
	Shared**	\$450/wk	\$515/wk	\$335/wk	\$408/wk	\$60	\$69

ACCOMMODATION RENT FEE*	ROOM TYPE	1wk - 4wks		5wks- 52wks		13wks - 52wks	Extra Day	
		OVER 18YRS OLD	LESS THAN 18YRS OLD/ OVER 60 YRS OLD*	OVER 18YRS OLD	LESS THAN 18YRS OLD/ OVER 60 YRS OLD*	OVER 18YRS OLD	OVER 18YRS OLD	LESS THAN 18YRS OLD*
C. RESIDENCE	Private	\$550/wk	\$605/wk	\$520/wk	\$572/wk	\$512/wk	\$90	\$99
	Shared (2)	\$410/wk	\$451/wk	\$370/wk	\$407/wk	\$345/wk	\$65	\$72
	Quad (4)	\$300/wk	\$330/wk	\$270/wk	\$297/wk	\$245/wk	\$50	\$55

- ex) If a student over 18 years old applies for a quad (4 person) C.Residence/Shared condo room for 12 weeks

Placement Fee: \$200
Airport Pickup Fee: \$140
Rent: \$3,240/weeks

\$3,580 + \$300***
***Refundable Security Deposit

*A \$300 Refundable Security Deposit will be charged upon arrival.

** If a student would like to request a shared homestay room the student MUST apply with another person.

4) PACKAGE PROGRAM (OPTIONAL)

These activities are conducted by outside organizations that are not directly related to CPC. CPC supports the students by assisting them with registration paperwork and helping to make enrollment in these programs as simple as possible. Each studio or class is operated and managed by its respective group, organization, or business.

Package Placement Fee*: \$300

*On the first day of lessons or your arrival date, support staff will take you to the location (for the package program) by public transportation (i.e. practice commuting). CPC will register the student, explain how to schedule and take lessons, and provide unlimited assistance during this period of the program to assist with any problems that may occur.

Dance

	1 class	2-4 weeks (2 classes/wk)	5-8 weeks (2 classes/wk)
Hula Dance	\$25	\$75	\$135
Tahiti Dance	\$25	\$70	\$130

- Private and beach hula lesson is available by appointment only
- Prices are subject to change without notice

Yoga

	1 class	3 classes (valid for 3 weeks)	6 classes (valid for 4 weeks)	1 week unlimited	1 month unlimited
Studio	\$18	\$45	\$84	\$65	\$120

- Morning & Sunset Beach Yoga: \$20
- 2 month's worth of Yoga teacher training every weekend: \$3,142
- Prices are subject to change without notice

Scuba Diving

	1 Dive
First Time Diver	\$180
Certified Diver	\$170

- 2 days Certificate Course (minimum 2 persons): \$400 - \$450
- Prices are subject to change without notice

Surfing

	1 lesson (Group)	1 lesson (Private)
Waikiki (Filmed with GoPro)	\$90	\$130

- Prices are subject to change without notice

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. 2025 CPC REFUND POLICY

Cancellation Before Classes Begin or Non-show

If a student cancels before attending classes and have 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 \$500.

Refunds will be paid 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.

Students Denied Visa/Entry

A student denied a student visa or entry into the United States will be given a full refund of all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. Refunds will be made within 45 calendar days from the date of notification of visa or entry denial.

Withdrawal or Termination After Classes Begin

See "REFUNDS (DOES NOT INCLUDE NONREFUNDABLE CHARGES)" below.

Students who are terminated because of violations of CPC rules/policies (including attendance) will receive a prorated refund. The refund will be calculated based on the last date of attendance.

REFUNDS (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)

- If the last date of attendance occurs at any point in the first four weeks of the period of enrollment, CPC retains the charges applicable to the first four weeks.

-If the last date of attendance occurs after the first four weeks but before or at the mid-point of the period of enrollment, CPC retains a prorated amount of tuition.

-If the last date of attendance occurs after the midpoint CPC retains all of the charges for that period.

3. 2025 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.



FORMS

2025

PRE-ENROLLMENT APPLICATION

If you have any questions regarding this application form, please feel free to email or call CPC.

Enrollment Dates – Please check the date in 2025 you wish to start:

F-1 Applicants: Please indicate which date you would like to begin below.

- EPP (English Proficiency Program)** **TOEFL** **Conversation Program**
- Dec. 16, 2024 Mar. 17 June. 9 Sep. 8 Dec. 1
- Jan. 21, 2025 Apr. 14 July. 14 Oct. 6 Jan. 5, 2026
- Feb. 18, May. 12 Aug. 11 Nov. 3

Non F-1 Applicants: Please indicate which date you would like to begin your studies below.

STEP (Short Term English Program)

Club Keiki (Kids Program)

_____/_____/_____(MM/DD/YY) Mondays only (Tuesday if the Monday is a holiday)

Length of study (in weeks) :

_____ **Week (s)**

Student Information

Family Name (Surname):

First (Given) Name:

Middle Name:

Country of Birth:

Date of Birth (MM/DD/YYYY):

Country of Citizenship:

Sex: Male Female

City/Province of Birth:

Email:

Home Country Street Address:

City:

State:

Postal Code:

Country:

Phone:

Mobile Phone:

Address in Hawaii (if known):

Emergency Contact Name:

Relationship:

Emergency Contact Telephone Number:

Emergency Contact Email:

Are you a transfer student? Yes No

If "Yes," please indicate your current school name: _____

If "Yes," please indicate your last attending date at this school: _____

Current Level of English:

- Beginner High -Beginner Low Intermediate Intermediate
 Low Advanced Advanced

How did you hear about CPC ?

- Agent (Agent name: _____) CPC Website Internet SNS (_____)
 Friend Other (_____)

Program Information

- EPP (English Proficiency Program) – 20 hours/week
 TOEFL ® – 20 hours/week
 Conversation Program – 18 hours/week
 STEP (Short Term English Program) – 16 hours/week
 Club Keiki (Summer Kids Program)

Do you need an I-20? Yes No

In addition to the fees below, all I-20 applications must be accompanied by a financial statement verifying your ability to meet expenses. (Estimated expenses per school year: \$20,352.00)

If "Yes," please indicate how you would like us to deliver your I-20:

- Mail Email (PDF)
 Pick up (by friend or relative in the US)

If you need to come together with your families(F2),

Number of dependent: _____

Their Country of Citizenship: _____

Their Country of Birth : _____

Required Fees:

- Registration Fee (\$150, non-refundable)
 Express Mail (EPP \$120, non-refundable)
 Textbook fee (2 textbooks)* 4 weeks and more
 Purchase New (\$150-\$190)
Rental for students that only apply for 1-3 weeks
 1 week (\$20) 2 weeks (\$40) 3 weeks (\$60)

Accommodation

- Homestay
 Condominium Residence (Shared condo) : ()Private ()Shared ()Quad
 Condominium
 None

Transportation

- One way Round None

I have read and understood that this is a pre-enrollment application, that certain fees are non-refundable, as noted, and that my enrollment will not be completed until I obtain a visa (if required) and execute an enrollment agreement in person at CPC.

Signature: _____ Date (month/day/year): _____



2025 HOUSING APPLICATION
STUDENT SERVICE AMERICA

Student Service America
1585 Kapiolani Blvd. Suite
1705, Honolulu, HI 96714
Phone: 808-542-9114
Fax: 808-748-0897

1 Move In Date: Move Out Date: Agent Name: For office use only: Application Received: Program Start Date:

2 Housing Options: (select the housing option) Homestay Condominium Residence (Moana House) Package Options: Dance (Studio) Surf (Studio) Yoga (Studio)

3 Transportation Service: Airport Pick-up \$130 -All applicants must use our airport pickup service. Airport Drop-off \$120 - Guaranteed pickup time (accommodation) is 7AM to 7PM.

4 Student Information: Last Name (Family name): First (Given) Name: Nationality: Gender: Visa: Date of Birth:

5 Personal Information: Smoker: Allergies: Do you have any allergies? If yes, please list:

6 Arrival Information: Arrival Date: Arrival Time: Airline: Flight#:

7 Emergency Contact Information: Name: Relationship: Telephone: E-mail:

8 Preferences for students choosing a Homestay Family (We will do our best to meet your preferences; however, we cannot guarantee that we will meet all of them. For best results, please submit this application at least 30 days before you plan to move in.)

9 Other: If you have any physical or mental conditions, you may list them here so that we can accommodate your needs. Please note: by listing any information here, you agree that we may share this information with third parties as we see fit.

10 By signing below, I hereby certify that the facts set forth above are complete and true to the best of my knowledge. I agree that my application will not be processed until S.S.A. has received \$200(Non Refundable) from me for placement in a condominium residence or \$300(Non Refundable) for placement in a homestay. Print name: Signature: Date:

CREDIT CARD PAYMENT [CPC]

If you would like to make a payment by credit card, please visit our website's payment page [\[Payment Page\]](#) and complete all required fields, including your credit card details, to process the payment.

You can make your payment securely with a credit card by filling out the form on this page and submitting it. Central Pacific College does not store your credit card information. This payment process is facilitated through Stripe's online payment. Please fill out the information below

Date *

Student's First Name *

Student's Last/Family Name *

Agency Name (if applicable)

Amount *

*4% of the CR processing fee will be added on top of your payment amount.

Amount charged to your credit card

Payment Details

Continue to Checkout page



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1585 Kapiolani Blvd. Suite 1705,
Honolulu, HI 97814
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