

POLY Languages Institute

Application for Admission 2020



ADMISSION POLICIES AND PROCEDURES

POLY Languages Institute admits students 18 years of age or older. For a student under 18 years of age, the applicant must have completed high school. In all cases, the applicant must have successfully completed at least one year of English as a foreign/second language or its equivalent.

All applicants must complete the application form and submit it along with applicable fees and a photo identification (ID) online, in person, or by mail to the applicable POLY center. An acceptable form of ID is a passport, or any U.S. state issued driver's license or identification card.

For a student wishing to attend the school as an F-1 student, the Documentary Evidence of Financial Support (DEFS) is required - showing ability to pay for education and living expenses of the student and the living expenses of his/her spouse and children, if any, traveling with F-2 visas (dependents of student). For each term, the estimated Total Expense (TE) is \$2000 (sum of tuition, books, and living expense) for the student and \$1000 (living expenses) per dependent.

For an initial student, an initial student applying for change of status, or a transfer student in need of reinstatement, the DEFS fund for the student must cover at least 6 terms of the estimated total expense for acceptance.

For a transfer student released in status, the DEFS fund for the student must cover at least 2 terms of the estimated expense for acceptance. Additionally for the transfer student, 2 or more bank statements showing regular deposits, along with a letter from the student explaining the sources of the funds to the account, will suffice.

Acceptable forms of financial documentation to satisfy the DEFS requirement are as follows:

- a personal bank statement;
- an affidavit of financial support from a sponsor with a bank statement;
- a letter guaranteeing financial support from the student's employer;
- a scholarship letter from the student's government or other organizations.

In addition, applicants must follow one of the following procedures:

- Applying for an F-1 visa outside the U.S. (Initial) - Upon obtaining a Form I-20, the student must pay the SEVIS I-901 fee prior to applying for an F-1 visa. Please visit <http://www.fmjfee.com> for details. The student must then have a visa interview with the local U.S. consulate for an F-1 visa. For the interview, the student must bring the Form I-20, evidence of the SEVIS I-901 fee payment, a signed passport which must be valid for at least six months, a completed Form DS-160, and other applicable documents.
- Changing to an F-1 visa in the U.S. (Change of Status) – Upon obtaining a Form I-20, the student must file a Form I-539 (available online at <http://www.uscis.gov/files/form/i-539.pdf>) with USCIS to change from the student's current non-immigrant status to an F-1 status. The payment of SEVIS I-901 fee is also required.
- Transferring with an F-1 visa (Transfer) - If a student already has an F-1 visa, our administrative staff will fax the Notice of Intention to Transfer to the school the student is exiting for release of the student's record. However, it is the responsibility of the student to notify the school about his/her intention to transfer for a proper release. Upon release of the record, the new Form I-20 will be prepared.

APPLICATION FOR ADMISSION CHECKLIST

- Completed Application for Admission Form (The form is completely filled out legibly and signed where applicable)
- Photo Identification (Photocopy of your passport or driver's license of any U.S. state)
- High School Diploma or Transcript of Higher Education (Students less than 18 years of age)
- Proof of Financial Eligibility (All F-1 Visa students)

SEND COMPLETED APPLICATION AND CORRESPONDING DOCUMENTS TO:

POLY Languages Institute at Irvine
18818 Teller Ave., Suite 160
Irvine, CA 92612
Tel: 949.474.7646 Fax: 949.954.8708
ir@polylanguages.edu

POLY Languages Institute at Los Angeles
5757 Wilshire Blvd., Suite 510
Los Angeles, CA 90036
Tel: 323.933.9399 Fax: 323.686.5384
la@polylanguages.edu

POLY Languages Institute at Pasadena
2900 E. Colorado Blvd.
Pasadena, CA 91107
Tel: 626.449.4441 Fax: 626.208.4406
pa@polylanguages.edu

PERSONAL INFORMATION

Student Name: _____
Surname (Last Name) Given Name (First and Middle Names)

Birth Date (MM/DD/YYYY): _____ Country of Birth: _____

City of Birth: _____ Country of Citizenship: _____

Gender: Male Female Email: _____ Telephone: _____

U.S. Address (Your home address in the U.S.):

Street City State Zip Code

Foreign Address (Your home address outside the U.S.)

Address City Province/Territory Postal Code Country

Mailing Address (The address for the delivery of your acceptance packet.)

Address City Province/Territory Postal Code Country

LOCATION

Which location? POLY at Irvine POLY at Los Angeles POLY at Pasadena

PROGRAM

Which program? Intensive (28 hours/week) Semi-Intensive (20 hours/week) Non-Intensive (8 hours/week)

How many weeks (4-48)? _____ weeks (Must be multiples of 4. Each term is 4 weeks long.)

Which term will you start? (Select ONLY one.)

- Term 1, Jan 6 - Jan 31 Term 2, Feb 4 - Mar 2 Term 3, Mar 4 - Mar 31 Term 4, Apr 2 - Apr 29
 Term 5, May 4 - May 29 Term 6, Jun 2 - Jun 29 Term 7, Jul 1 - Jul 28 Term 8, Jul 30 - Aug 26
 Term 9, Aug 28 - Sep 24 Term 10, Sep 28 - Oct 23 Term 11, Oct 27 - Nov 23 Term 12, Nov 25 - Dec 23

FOR F-1 VISA STUDENT

Do you need a Form I-20? Yes No

If Yes, please list any dependent (spouse or children) accompanying you to the U.S.

Relationship Surname (Last Name) Given Name (First and Middle) DOB (MM/DD/YYYY) Country of Birth Country of Citizenship

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Relationship Surname (Last Name) Given Name (First and Middle) DOB (MM/DD/YYYY) Country of Birth Country of Citizenship

AIRPORT TRANSFER SERVICE

Would you like POLY to arrange airport pick-up upon your arrival? Yes No

ACCOMMODATION ARRANGEMENT SERVICE

Would you like POLY to arrange your housing? Yes No If Yes, complete below.

Expected Stay (MM/DD/YYYY) - From: _____ To: _____

Type of Housing Preferred - Student Residence: Single Double

Homestay: With Meals Without Meals

*The type of housing is not guaranteed, and a student will be placed in available housing.

Do you smoke (smoking is allowed only in the designated areas)? Yes No

Do you have any health problems, allergies, or concerns you would like us to know?

For Office Use Only

STUDENT STATUS

F1 Ini F1 Ini COS

F1 Trf Other

F1: Before Issuing I-20

DEFS PsprtID

F1: Before Enrollment

HI PsprtVisa

ALL: Before Enrollment

EnrAgmt SPFS USAdrs

EMERGENCY CONTACT - In case of an emergency, state below the person you wish us to contact.

Name	Relationship	Email Address	Telephone
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AGENT/EDUCATIONAL COUNSELOR - If applying through an agent or educational counselor, complete below.

Name of Agent	Agency	Email Address	Telephone
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MAKING PAYMENT

Application Fee (Select One)

- F-1 Students..... \$150
- All Other Students \$100

Acceptance Packet (Select One)

- Mailing & Handling (Outside the U.S.)..... \$80
For published rates greater than \$100, a surcharge applies.
- Mailing & Handling (Within the U.S.)..... \$40
- Pick-up in Person..... \$0

Total Due with the Application Form: _____

Payment Method (Select One)

- Check or Money Order Payable to POLY Languages Institute
- Wire - Bank of America; SWIFT Code: BOFAUS3N
Account No.: 000343201411; Routing No.: 026009593

Credit Card: VISA MasterCard Discover

Credit Card Number Exp Date (MM/YY) Security Code

Cardholder Name (Print) Cardholder Signature

ACKNOWLEDGEMENT AND AGREEMENT

I certify that I have received the School Catalog, and I have read, understood, and I agree to all the terms and conditions of this Application for Admission and the School Catalog. Furthermore, I agree to accept full responsibility for all my expenses while attending POLY and for my actions while participating in excursions or any other activities. I agree to assume all risks of harm arising from such participations. In case of illness or injury, permission is granted to an appropriate medical center to undergo examination or treatment. I further authorize POLY to release my records to my agency, guardian, sponsor, and to any colleges or universities to which I apply.

Signature of Student	Date (MM/DD/YYYY)	Signature of Parent/Guardian (If Under 18)	Date (MM/DD/YYYY)
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SCHEDULE AND TUITION

The POLY ESL programs consist of choosing classes from Academic English (AE), General English (GE), Business English (BE) and TOEFL iBT Preparation courses. For Intensive Program, students study 28 hours per week for a total of 112 hours of instructions per term. For Semi-Intensive Program, students studies 20 hours per week for a total of 80 hours of instructions per term. Each term is 4 weeks long, and each level consists of two terms.

The textbooks are generally used for an entire level (two terms or 8 weeks). The average cost of textbooks per level is \$50 for the Non-Intensive Program, \$100 for the Semi-Intensive Program, and \$150 for the Intensive Program.

ESL Classes	Days	Time	Hrs	Tuition
AE L/S	Mo - Fr	09:00 - 10:50 am	40	\$400
AE R/W	Mo - Fr	11:00 - 12:50 pm	40	\$400
GE or BE	Mo - Th	01:30 - 03:20 pm	32	\$320
AE L/S	Mo - Fr	03:30 - 05:20 pm	40	\$400
AE R/W	Mo - Th	05:30 - 08:00 pm	40	\$400
GE or BE	Mo - Th	08:10 - 10:00 pm	32	\$320

TOEFL Classes	Days	Time	Hrs	Tuition
TOEFL, L/S	Mo - Fr	09:00 - 10:50 am	40	\$400
TOEFL, R/W	Mo - Fr	11:00 - 12:50 pm	40	\$400

Private Instruction Program

The table below illustrates price based on the number lessons and students. Each lesson is 80 minutes long.

		Teacher to Student(s)				
		1 on 1	1 on 2	1 on 3	1 on 4	1 on 5+
Lessons	4	\$300	\$420	\$540	\$660	\$780
	8	\$576	\$816	\$1,056	\$1,296	\$1,536
	16	\$1,104	\$1,584	\$2,064	\$2,544	\$3,024

School Calendar

The school is closed on Saturdays, Sundays, and the holidays.

School Terms	School Holidays
Term 1, Jan 6 - Jan 31	Jan 1: New Year's Day
Term 2, Feb 4 - Mar 2	*Jan 20: Martin L. King Day
Term 3, Mar 4 - Mar 31	*Feb 17: President's Day
Term 4, Apr 2 - Apr 29	May 25: Memorial Day
Term 5, May 4 - May 29	Jul 3: Independence Day
Term 6, Jun 2 - Jun 29	Observed
Term 7, Jul 1 - Jul 28	Sep 7: Labor Day
Term 8, Jul 30 - Aug 26	*Oct 12: Columbus Day
Term 9, Aug 28 - Sep 24	*Nov 11: Veterans Day
Term 10, Sep 28 - Oct 23	Nov 26: Thanksgiving Day
Term 11, Oct 27 - Nov 23	*Nov 27: Black Friday
Term 12, Nov 25 - Dec 23	*Dec 24: Christmas Eve
	Dec 25: Christmas Day
	Dec 31: New Year's Eve

*There are no classes on the days; however, the administration office is open from 9:00 am to 4:00 pm. The normal office hours are Monday through Friday, from 8:30 am to 5:30 pm.

LONG-TERM TUITION DISCOUNT BY PROGRAM

The Long-Term Discount applies only if a full payment is made up-front. The POLY ESL programs consist of choosing classes from the Academic English (AE) courses, the General English courses, and the TOEFL iBT Preparation courses.

Intensive Program

Total of 112 hours per term (28 hours per week)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	\$1,120	\$0	\$1,120
8	\$2,240	\$179	\$2,061
12	\$3,360	\$336	\$3,024
16	\$4,480	\$448	\$4,032
20	\$5,600	\$672	\$4,928
24	\$6,720	\$941	\$5,779
28	\$7,840	\$1,098	\$6,742
32	\$8,960	\$1,434	\$7,526
36	\$10,080	\$1,814	\$8,266
40	\$11,200	\$2,240	\$8,960
44	\$12,320	\$2,464	\$9,856
48	\$13,440	\$2,957	\$10,483

Semi-Intensive Program

Total of 80 hours per term (20 hours per week)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	\$800	\$0	\$800
8	\$1,600	\$128	\$1,472
12	\$2,400	\$192	\$2,208
16	\$3,200	\$320	\$2,880
20	\$4,000	\$400	\$3,600
24	\$4,800	\$576	\$4,224
28	\$5,600	\$672	\$4,928
32	\$6,400	\$896	\$5,504
36	\$7,200	\$1,008	\$6,192
40	\$8,000	\$1,280	\$6,720
44	\$8,800	\$1,408	\$7,392
48	\$9,600	\$1,728	\$7,872

Genral English for Non F-1 Students

Total of 32 hours per term (8 hours per week)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	\$320	\$0	\$320
8	\$640	\$77	\$563
12	\$960	\$134	\$826
16	\$1,280	\$205	\$1,075
20	\$1,600	\$288	\$1,312
24	\$1,920	\$384	\$1,536