

POLY Languages Institute

Application for Admission 2021



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: 323.208.0835
Email: info@polylanguages.edu

POLY Languages Institute at Los Angeles
5757 Wilshire Blvd., Suite 510
Los Angeles, CA 90036
Tel: 323.208.0835
Email: info@polylanguages.edu

POLY Languages Institute at Pasadena
2900 E. Colorado Blvd.
Pasadena, CA 91107
Tel: 323.208.0835
Email: info@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 5 - Feb 1 Term 2, Feb 3 - Mar 2 Term 3, Mar 4 - Mar 31 Term 4, Apr 2 - Apr 29
 Term 5, May 4 - May 28 Term 6, Jun 2 - Jun 29 Term 7, Jul 1 - Jul 28 Term 8, Jul 30 - Aug 26
 Term 9, Aug 30 - Sep 24 Term 10, Sep 28 - Oct 25 Term 11, Oct 27 - Nov 23 Term 12, Nov 29 - 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 \$75

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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Refund Policy

Refund Request Procedure

All refund requests should be done by submitting the form provided by the school to facilitate and expedite the refund process. All refunds are made by check within 30-calendar days from the date of receipt of such request. The student may pick up the check in person or request the delivery of the check by mail, in which case the applicable mailing fee will apply. POLY uses only a courier company that has a tracking system ensuring delivery.

The refund check will be made payable to the entity or to the person from which the funds originated. If a student is applying through an educational counselor/agency, the refund will be made payable to the agency, unless POLY is instructed by the student's agency to pay the student directly.

Basis for Refund

The tuition refund is solely based on the money received by the school after all other applicable fees owed to the school are deducted. Any money not paid, discounts or promotions, will be void and will not apply upon withdrawal. The tuition charge will be based on the standard (full charge) published price. Additionally, there is a Credit/Debit Card Service fee of 4% on any money paid by credit/debit cards. The fee will be deducted against the refund amount due.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student cancels by the first class session, there is a full refund. Thereafter, there is a cancellation fee of \$150.

Withdrawal

For courses withdrawn after the period allowed for cancellation, the tuition refund will be prorated on a weekly basis. There is no refund if withdrawn after 3 weeks (more than 75% of instruction).

Early Withdrawal Fee

All F-1 students are required to attend at least two terms (8 weeks). Otherwise, there is an early withdrawal fee of \$350.

Recruiting Fee

For overseas (initial F-1 students) and/or students applying through their educational counselor/agency, in addition to Early Withdrawal Fee (if applicable), there is a recruiting fee of 35% of tuition for the initial period agreed to study for early withdrawal. The recruiting fee does not apply for continuing students (extending from the initial period) and transfer students applying on their own.

General Terms

Students are subject to the school standards of conduct, policies and procedures, and any other written policies or procedures for the safety and welfare of POLY Languages Institute students and employees.

Class Time Missed

The courses are charged term by term. A student will not be given a credit or a refund due to late registration or any time missed. Additionally, no credit or refund will be given for classes not held on public holidays.

Class Schedule

POLY Languages Institute does not guarantee registration to the classes offered due to the maximum number of students allowed by the school. The students interested in morning classes - which are generally higher in demand - should register as early as possible to secure their space. The registration is done on a first-come, first-served basis. Furthermore, POLY Languages Institute reserves the right to cancel classes at short notice due to insufficient demand, and place the student in appropriate level courses, which may be fewer hours and/or different classes. F-1 students are not relieved from the registration requirement as a full time student regardless of the reason.

Changing Classes

After the first 3 days of a term, the student may not change classes unless classes are cancelled due to low enrollment.

Absences Due to Extenuating Circumstances

Regardless of the reason for absences, a student who is absent will be marked absent. However, if the student has an official doctor's note, we will take that into consideration for the student slated to be terminated for "poor attendance."

Force Majeure

POLY Languages Institute is not liable in cases where POLY Languages Institute is unable to fulfill any services or obligations due to any extraordinary event such as a war, a fire, an act of government, a natural disaster, labor disputes and other events beyond the control of POLY Languages Institute.

Unclaimed Balance

The school has the right to any unclaimed balance beyond 180 days from the last date of student's attendance or the scheduled start date if the student never attended the school.