



www.POLYLanguages.edu

CATALOG 2022



POLY LANGUAGES INSTITUTE

TEL: 1.949.474.7646

EMAIL: INFO@POLYLANGUAGES.EDU

www.POLYLanguages.edu

About POLY

Mission Statement

The mission of POLY Languages Institute is to provide a fulfilling education to serious students and to create a positive learning environment. We are committed to providing excellent education and rendering great student services.

Over 50 Years of Excellence!

POLY Languages Institute is an accredited English language (ESL) school for adults in California, USA. POLY Languages Institute, founded in 1970, has assisted tens of thousands of students from all over the world in their pursuit of the English language proficiency needed to reach their educational and career goals, or simply for their own self-improvement.

As a result of our many years our dedication and commitment to better educate and serve our students, we can confidently assure our students that we are one of the best English language (ESL) schools in California, USA.

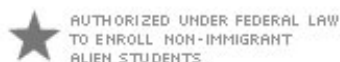
Affiliations

- A private institution accredited by the Commission on English Language Program Accreditation (CEA) that is recognized by the U.S. Secretary of Education
- A private institution licensed to operate by the Bureau for Private Postsecondary Education (BPPE)
- Authorized under federal law to enroll non-immigrant alien students
- An ETS-Authorized TOEFL® iBT Test Center



Table of Contents

About POLY	2
Mission Statement	2
Affiliations	2
Who Should Apply?	3
Administrative Staff	3
Teaching Faculty	3
ESL Programs	4
Sample Schedules	4
Tuition and Fees	5
Placement Test	6
School Calendar 2022	8
Course Descriptions	9
Academic Policy	12
Grading Policy	12
Student Services	13
New Student Orientation	13
School Events	13
Airport Transfer Service	13
Housing Arrangement Service	14
Transcripts and Certificates	15
Medical Insurance	15
Miscellaneous Fees	15
MyPOLY	15
POLY Assurance Program	16
College or University Placements	16
Student Recordkeeping	16
Director's Contact Line	16
Standards of Conduct	17
Bureau for Private Postsecondary Education	18
Refund Policy	19
General Terms and Conditions	19
F-1 Student Guidelines	20
Admissions	21
Why You Should Choose POLY!	22





Who Should Apply?

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. Additionally, the applicant must have a basic understanding of the English language. The applicant must have successfully completed at least one year of English as a second or foreign language.

Ideal Candidates

We believe that a student's educational goal can be best achieved if three parties (the student's teacher, the student's classmates, and the student) all approach educational objectives earnestly. The teachers must be dedicated, the classmates must be encouraging and motivating, and the student must endeavor to do his or her best.

We have dedicated teachers who are serious about teaching English as a Second Language (ESL) and committed students who are serious about learning English. If you wish to apply to POLY Languages Institute, you have to be committed as well. Oftentimes, English language schools have students with different goals in the same class. We cannot promise that we can satisfy and cater to all students in the best way unless the three parties all have the same goal in mind.

If you plan to study casually, this school is not the right choice for you. Our curriculum is demanding and is designed for students who share our philosophy. You must be focused on improving your English language proficiency and achieving your educational goals. We want to be remembered by you as the best English language school to study English for your success.

Administrative Staff

POLY Languages Institute staff members are committed to providing quality education and satisfying services to our students. Our staff will maintain the highest standards in an effort to create an environment conducive to learning and assist you by providing services such as arranging accommodations, assistance in acquiring health insurance, setting up a bank account, obtaining a bus pass and more.

The goal of our administrative staff is to advise and assist you in your pursuit of higher education, transferring to a college or a university, and other services needed so that you can better focus on your studies. If you have any questions, concerns or are in need of any assistance, please come and talk to one of our staff members. They will be happy to help you.

Teaching Faculty

POLY Languages Institute teaching faculty members hold at least a bachelor's degree and TESOL (Teacher of English to Speakers of Other Languages) or other equivalent certificates. Our faculty members are committed to receiving ongoing training and are constantly striving to hone their teaching approach. Additionally, they listen closely to their students by reviewing the surveys done by their students. POLY Languages Institute conducts student surveys so that our teaching faculty may better understand students' expectations and needs.

The goal of our teaching faculty is to offer the most effective and efficient instruction to improve the students' learning curve. The measure of POLY Languages Institute teachers' success is your academic achievements.



ESL Programs

POLY Languages Institute offers three English as a Second Language (ESL) programs: Intensive Plus, Intensive, and Non-Intensive. Each program has six (6) ESL levels followed by TOEFL Prep courses. The Intensive Program offers Academic English courses (Listening/Speaking and Reading/Writing) and General English courses. The Semi-Intensive Program offers only the Academic English courses (Listening/Speaking and Reading/Writing). In the Non-Intensive Program, only the General English courses are offered. After completing level 6, the TOEFL iBT Preparation courses are recommended for those students pursuing higher education.

- Academic English Listening/Speaking courses where students learn to develop and sharpen their listening and speaking skills;
- Academic English Reading/Writing courses where students develop and sharpen their reading comprehension and writing skills;
- General English courses where students learn to interact successfully and confidently with English speakers in various settings;
- TOEFL iBT Preparation courses where students study all skills of English language and test taking strategies.

Sample Schedules

ESL programs consist of choosing classes from the Academic English (AE) courses, the General English courses, and the TOEFL iBT Preparation courses. The schedule for the TOEFL Preparation courses are equivalent to the AE Listening/Speaking and AE Reading/Writing courses combined.

Intensive Plus Program

Students study for 28 hours per week for a total of 112 hours of instruction per term.

ESL Course	Day	Time
AE Listening/Speaking	Mo - Fr	9:00 – 10:50 am
AE Reading/Writing	Mo - Fr	11:00 – 12:50 pm
General English	Mo - Th	2:00 – 3:50 pm

Intensive Program

Students study for 20 hours a week for a total of 80 hours of instruction per term.

ESL Course	Day	Time
AE Listening/Speaking	Mo - Fr	9:00 – 10:50 am
AE Reading/Writing	Mo - Fr	11:00 – 12:50 pm

Part-time Program (Not for F-1 students)

Students study for 8 hours per week for a total of 32 hours of instruction per term.

ESL Course	Day	Time
General English	Mo - Th	2:00 – 3:50 pm

Tuition and Fees

Application Fee

In order for an application to be processed, a non-refundable application processing fee must be paid with a completed application form. The fee is \$150 for F-1 students and \$75 for other students.

Mailing and Handling Fee

There is a non-refundable Mailing Fee of \$80 for outside the US and \$40 for within the U.S. We use only a courier company that has a tracking system for delivery of acceptance packets, refund checks, and other sensitive documents. For mailing outside the U.S., if the courier company's published rate is greater than \$100, there is a surcharge equal to the exceeding amount.

SEVIS I-901 Fee

For students applying for an F-1 visa, the SEVIS I-901 fee of \$350 must be paid directly to the SEVP administrator. The fee is independent of POLY Languages Institute.

Rebooking Fee

For a change of start date, Application Fee is waived if the new start date, from the original start date, is requested within 60 days and the new start date is within 6 months. However, there is a non-refundable processing fee of \$40. The fee applies only if the Form I-20 was already issued.

Tuition

Our ESL programs are a combination of courses, which are broken down with their tuition cost in the table below. Refer to the Tuition by Course for their cost.

For new students, the tuition is due 20 days prior to the student's scheduled start date. If you are registering less than 20 days prior to the start date, the tuition is due at the time of registration. For continuing students, the tuition is due one day before each term. For tuition refunds, refer to the Refund Policies and Procedures.

Tuition by Course

The total hours of instruction include holidays and the last day of school reserved for online finals as if classes are held on those days. Each clock hour of instruction has a 10-minute break; each instructional hour is 50 minutes long.

Course	Instruction	Cost
Academic English (Listening/Speaking)	40 hours	\$400
Academic English (Reading/Writing)	40 hours	\$400
General English	32 hours	\$320
TOEFL Preparation	80 hours	\$800

Textbooks

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 Part-time Program, \$100 for the Intensive Program, and \$150 for the Intensive Plus Program.

Tuition 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 Plus Program

Total of 112 hours (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

Intensive Program

Total of 80 hours (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

Part-time Program (Not for F-1 students)

Total of 32 hours (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

Placement Test

We use the English Proficiency Assessment Test (EPAT) to determine the English proficiency level of new students. The EPAT consists of two exams: EPAT I and EPAT II. The EPAT I is used to determine placements between levels 1 and 3. The EPAT II is used to determine placements between levels 4 and 6, and the test is given only to the students who score level 4 or higher on the EPAT I.

In place of the EPAT, students may present the TOEIC, TOEFL, TOEFL iBT, or CEFR level for their placement. However, the exam date of the presented document must be within 2 years, at the time of submission. The correlation between levels and scores of the exam is illustrated in the graph below.

New students may appeal their placement by the 2nd day of the term. Students may move down one level at their sole discretion. However, in order to advance to higher levels, students may either retake the EPAT or obtain recommendation letters from their current teachers. In all cases, the final decision will be made by the administration office.

The English as a Second Language (ESL) programs consist of 6 ESL levels and a TOEFL Prep course. The ESL courses are designed for an eight-week study divided into two terms, and the TOEFL Prep courses are designed for a sixteen-week study divided into four terms. Each term is four weeks long.

Making Normal Progress

Students may repeat a course only once. However, for true beginners in the ESL Level 1 courses, and for students in the ESL Level 6 and the TOEFL Prep courses, the students may repeat their courses twice. In all cases, students may NOT go down a level from the level they have successfully completed. Students also may NOT skip a level unless they receive official recommendation letters from their teachers. The students must make normal progress towards completing the ESL and/or the TOEFL programs.



English Proficiency Levels

POLY COURSE LEVELS

CEFR Levels

TOEIC, TOEFL, TOEFL iBT Scores



POLY Calendar 2022

JANUARY						
Su	Mo	Tu	We	Th	Fr	Sa
						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	31					

Jan 1: New Year's Day

Jan 4: Orientation

Jan 5 – Feb 1: Term 1

Jan 17: *Martin L. K. Day

Jul 4: Independence Day

Jul 5 - Jul 28: Term 7

Jul 29: Orientation

JULY						
Su	Mo	Tu	We	Th	Fr	Sa
					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
31						

FEBRUARY						
Su	Mo	Tu	We	Th	Fr	Sa
		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					

Feb 2: Orientation

Feb 3 - Mar 2: Term 2

Feb 21: Presidents' Day

Aug 1 - Aug 25: Term 8

Aug 29: Orientation

Aug 30 - Sep 26: Term 9

AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa
	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	31			

MARCH						
Su	Mo	Tu	We	Th	Fr	Sa
		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	31		

Mar 3: Orientation

Mar 7 - Mar 31: Term 3

Sep 5: Labor Day

Sep 27: Orientation

Sep 28 - Oct 25: Term 10

SEPTEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
				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	

APRIL						
Su	Mo	Tu	We	Th	Fr	Sa
					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

Apr 1: Orientation

Apr 4 - Apr 28: Term 4

Oct 11: *Columbus Day

Oct 26: Orientation

Oct 27 - Nov 23: Term 11

OCTOBER						
Su	Mo	Tu	We	Th	Fr	Sa
						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	31					

MAY						
Su	Mo	Tu	We	Th	Fr	Sa
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	31				

May 2: Orientation

May 3 - May 26: Term 5

May 30: Memorial Day

May 31: Orientation

Nov 11: Veterans Day

Nov 24: Thanksgiving Day

Nov 25: Orientation

Nov 28 - Dec 22: Term 12

NOVEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

JUNE						
Su	Mo	Tu	We	Th	Fr	Sa
			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		

Jun 1 - Jun 28: Term 6

Jun 30: Orientation

Dec 26: Christmas Day (observed)

DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa
				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	31

The office hours are Monday - Friday, 8:30 am - 5:30 pm. The school is closed on Saturdays, Sundays, and the holidays. The orientation for new students is held on the day before the term at 10:30 am. The office hours for the *Short Days are 9:00 am - 4:00 pm.

Course Descriptions

Courses are grouped by course types. For each course type, total instructional/lecture hours are stated. The total lecture hours include holidays and the last day of school reserved for online finals as if classes are held on those days. Each clock hour of instruction or lab has a 10-minute break; each instructional hour is 50 minutes long.

For each level, its applicable courses are listed by their titles and codes. Each level, except for the TOEFL Preparation level/program, is 8 weeks long, consisting of two 4-week courses. The TOEFL Preparation program is 16 weeks long, consisting of four 4-week courses. After the course description of each level, there are prerequisites that students must complete with a passing grade of "C" or better in order to take any of courses for the level.

Academic English (Listening/Speaking)

Lecture: 80 hours per level (40 hours per term)

The goal of the Listening/Speaking courses is to develop and refine students' English language skills. At the introductory levels, students encounter language necessary for everyday communication. Students are introduced to many useful language functions, vocabulary, grammar points, and pronunciation techniques in a variety of level-appropriate thematic topics and receptive task-based activities.

As students advance, they begin to focus on language and skills necessary for academic success. Students in intermediate and advanced levels encounter increasingly complex vocabulary, language functions, grammar points, and pronunciation techniques. In all levels, students explore a variety of level-appropriate topics and themes.

Beginner (LS 101 and 102)

The goal of these courses is to develop students' basic listening and speaking skills necessary for everyday language at the low-beginner level.

The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize basic vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the low-beginner level.

Prerequisite: None

High Beginner (LS 201 and 202)

The goal of these courses is to further develop students' basic listening and speaking skills necessary for everyday language use at the high-beginner level.

The objectives for these courses are for students to practice and apply listening skills in comprehension activities and utilize basic vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-beginner level.

Prerequisite: LS 102, RW 202, or GE 202

Low Intermediate (LS 301 and 302)

The goal of these courses is to broaden and develop students' listening and speaking skills for academic success at the low-intermediate level.

The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize common vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the low-intermediate level.

Prerequisite: LS 202, RW 302, or GE 302

Intermediate (LS 401 and 402):

The goal of these courses is to further develop and enhance students' listening and speaking skills necessary for academic success at the intermediate level.

The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize common vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the intermediate level.

Prerequisite: LS 302, RW 402, or GE 402

High Intermediate (LS 501 and 502)

The goal of these courses is to broaden and deepen students' listening and speaking skills for academic success at the high-intermediate level.

The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-intermediate level.

Prerequisite: LS 402, RW 502, or GE 502

Advanced (LS 601 and 602)

The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the advanced level.

The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level.

Prerequisite: LS 502, RW 602, or GE 602

Academic English (Reading/Writing)

Lecture: 80 hours per level (40 hours per term)

The goal of the Reading/Writing courses is to develop and refine students' English language skills. At the introductory levels, students encounter language necessary for everyday communication. Students are introduced to many useful language functions, vocabulary words, grammar points, and pronunciation techniques in a variety of level-appropriate thematic topics and receptive task-based activities.

As students advance, they begin to focus on language and skills necessary for academic success. Students in intermediate and advanced levels encounter increasingly complex vocabulary words, language functions, grammar points, and pronunciation techniques. In all levels, students explore a variety of level-appropriate topics and themes.

Beginner (RW 101 and 102)

The goal of these courses is to develop students' basic reading and writing skills at the low-beginner level.

The objectives of these courses are for students to practice and apply reading and writing skills in a variety of basic tasks and activities incorporating vocabulary words and grammatical principles appropriate for the low-beginner level.

Prerequisite: None

High Beginner (RW 201 and 202)

The goal of these courses is to further develop students' basic reading and writing skills at the high-beginner level.

The objective of these courses are for students to practice and apply reading strategies and writing skills in a variety of basic tasks and activities incorporating vocabulary words, grammatical principles, and organizational patterns appropriate for the high-beginner level.

Prerequisite: RW 102, LS 202, or GE 202

Low Intermediate (RW 301 and 302)

The goal of these courses is to broaden and develop students' reading and writing skills for academic success at the low-intermediate level.

The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the low-intermediate level.

Prerequisite: RW 202, LS 302, or GE 302

Intermediate (RW 401 and 402)

The goal of these courses is to develop and enhance students' reading and writing skills necessary for academic success at the intermediate level.

The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the intermediate level.

Prerequisite: RW 302, LS 402, or GE 402

High Intermediate (RW 501 and 502)

The goal of these courses is to deepen and broaden students' reading and writing skills necessary for academic success at the high-intermediate level.

The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the high-intermediate level.

Prerequisite: RW 402, LS 502, or GE 502

Advanced (RW 601 and 602)

The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level.

The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the advanced level.

Prerequisite: RW 502, LS 602, or GE 602

General English

Lecture: 64 hours per level (32 hours per term)

General English is communicative courses that prepare students to interact successfully and confidently with both native and non-native speakers of English. The goal is for students to become confident, culturally fluent English speakers able to navigate the social, travel, and professional situations they will encounter as they use English in their lives.

Students are introduced to various situations with communication goals. For each level-appropriate situations or topics, students are introduced to relevant vocabulary, grammar, and conversation strategies. Students develop productive skills and receptive skills through various activities with emphasis on communicative language teaching.

Beginner (GE 101 and 102)

The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-beginner level.

The course objectives are for students to practice and apply listening, reading, and speaking skills in comprehension activities and utilize basic vocabulary, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the beginner level. Prerequisite: None

High Beginner (GE 201 and 202)

The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

The course objectives are for students to practice and apply listening, reading, and speaking skills in comprehension activities and utilize basic vocabulary, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-beginner level. Prerequisite: GE 102, LS 102, or RW 102

Low Intermediate (GE 301 and 302)

The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

The course objectives are for students to practice and apply listening, reading, and speaking skills in comprehension activities and utilize basic vocabulary, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the low-intermediate level. Prerequisite: GE 202, LS 202, or RW 202

Intermediate (GE 401 and 402)

The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

The course objectives are for students to practice and apply listening, reading, and speaking skills in comprehension activities and utilize basic vocabulary, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the intermediate level. Prerequisite: GE 302, LS 302, or RW 302

High Intermediate (GE 501 and 502)

The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

The course objectives are for students to practice and apply listening, reading, and speaking skills in comprehension activities and utilize basic vocabulary, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-intermediate level. Prerequisite: GE 402, LS 402, or RW 402

Advanced (GE 601 and 602)

The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

The course objectives are for students to practice and apply listening, reading, and speaking skills in comprehension activities and utilize basic vocabulary, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level. Prerequisite: GE 502, LS 502, or RW 502

TOEFL Preparation

Lecture: 320 hours (80 hours per term)

The TOEFL Preparation courses prepare students to take the TOEFL iBT. Each TOEFL Preparation course addresses core English language skills (reading, writing, speaking, and listening) while expanding on vocabulary and complex grammar points and sentence structure. Furthermore, students are exposed to a variety of test taking strategies through TOEFL task-based practice activities, computer based lab assignments, and practice exams simulating the TOEFL iBT.

TOEFL (TF 701, 702, 703, and 704)

The goal of the courses is for students to further analyze the TOEFL iBT format and its components and refine students' English and test taking skills.

The objectives of these courses are to strengthen students' reading, writing, speaking, and listening skills, reinforce note-taking skills, broaden test-taking strategies, further build vocabulary, and deepen students' understanding of more complex grammar points in level appropriate receptive and productive tasks involving complex academic and campus life passages.

Prerequisite: RW 602, LS 602, or GE 602



STRIVE
FOR PROGRESS
—NOT—
PERFECTION

Academic Policy

POLY Languages Institute (POLY) has minimum attendance and academic performance requirements. After the first term (4 weeks) of study at POLY, a student will be evaluated every term to see if the minimum requirements are being met.

Minimum Attendance

A minimum cumulative attendance average of 80% must be maintained. Tardies will also work against the student's attendance requirement. Missing more than 5 minutes of class will be considered tardy, and four tardies equal one absence.

Failure to maintain the minimum will put the student on attendance probation. If the student's attendance average for the term falls below 80% while on probation, the student may be suspended from the school for up to two terms. For an F-1 visa student, the student will be terminated from SEVIS for "poor attendance."

Minimum Grade Point Average

A minimum cumulative GPA of 2.0 must be maintained. Failure to maintain the minimum will put the student on academic probation. If the student's GPA for the term falls below 2.0 while on probation, the student may be suspended from the school for up to two terms. For an F-1 visa student, the student will be terminated from SEVIS for "poor academic performance."

Making Normal Progress

Students may repeat a course only once. However, for true beginners in the ESL Level 1 courses, and for students in the ESL Level 6 and the TOEFL Prep courses, the students may repeat their courses twice. In all cases, students may NOT go down a level from the level they have successfully completed. Students also may NOT skip a level unless they receive official recommendation letters from their teachers. The students must make normal progress towards completing the ESL and/or the TOEFL programs.

Grading Policy

A student's final course grade is based on exams. A course grade is generally based on the weighted average of two exams: midterms and finals. In order to pass a course, the weighted average of the two exams must be 70% or higher ("C" or better).

A student who withdraws from a course will receive a symbol "W" (Withdrawal), and the student's grade point average will not be affected.

Grading rubrics vary depending on the course. The following formula is only an example:

- $\text{Course Grade} = 50\% (\text{Midterm}) + 50\% (\text{Final})$

Grade Conversion Table

Symbol	Point Value	Percentage	Definition
A	4: [3.5 – 4]	90 – 100%	Excellent
B	3: [3 – 3.4]	80 – 89%	Good
C	2: [2 – 2.9]	70 – 79%	Satisfactory
D	1: [1 – 1.9]	60 – 69%	Unsatisfactory
F	0: [0 – 0.9]	0 – 59%	Failing
W	N.A.	N.A.	Withdrawal



STUDENT SERVICES

New Student Orientation

An orientation for new students is held every term at 10:30 a.m., the day before the term start date (excluding Saturdays, Sundays, and school holidays) as stated in the POLY School Calendar. At the orientation, you will have time to meet POLY staff, take the placement test, register for classes, and purchase textbooks. In addition, your advisor will go over general information such as obtaining a student ID for identification and discount purposes, opening a bank account, means of using public transportation, safety tips that can be helpful while living in the U.S., and more.

School Events

POLY holds student events at least once every two months. The events are for students to explore the nearby area, socialize, and make friends. The events are announced at least 10 days in advance. The events are subsidized, however, not fully paid by the school. Thus, a fee may apply. Events are subject to cancellation.

Airport Transfer

POLY provides airport transfer services for a new student only if the student has arranged the housing arrangement service. The airport transfer service fee is \$120, and it is due 20 days prior to the student's scheduled arrival date. The fee is refundable if the student cancels 20 days prior to the student's scheduled arrival date in writing.

We pick you up from the Los Angeles International Airport (LAX) to the place you will be staying arranged by Poly. You must inform us of your flight information at least 20 days prior to your arrival date. Within 5 days of our receipt of your flight information, we will send you an email with our confirmation form as an attachment. The form has your flight and destination information for the driver who will be picking you up.

For international flights, it takes about 1 to 2 hours to clear the immigration and customs at the port of entry. After you clear the port of entry and reach the waiting area, look for a driver holding a sign with the POLY logo and your name. A driver is instructed to arrive 1 hour after your flight arrival time to offset your clearance time. In all cases when you cannot find the driver, call the number on the form sent to you as an attachment.

We recommend that students request this service only after obtaining their student visa.



Housing Arrangement Service

POLY provides a housing arrangement service for new students coming from overseas. If you want your housing arranged in a timely manner, you must request the service at least 30 days prior to your desired move-in date. Please note that the type of housing, dormitory or homestay, is not guaranteed, and a student will be placed in available housing.

If you are not arranging the airport transfer service with us, the center you plan to attend must be notified of your desired check-in time. For dormitory, the check-in time must be between 1:00 pm - 8:00 pm. For homestay, the check-in time requirement can vary at the discretion of a host family.

If you need to arrange motels or hotels, we can provide you with a list of accommodations near the center you plan to attend. However, it is your responsibility to make the arrangements.

There is a non-refundable fee of \$200 for the housing arrangement service. For this service, the student must also pay the security deposit, the 30-day rent, and the airport transfer service (if applicable) at least 20 days prior to the student's move in date.

Dormitory

Dormitories are independently owned and operated. Meals are not included, but you have full access to the kitchen. You may book only up to 120 days at a time, if available. The dormitories are easily accessible by bus. The rooms are furnished with a bed and a desk. The facilities also include T.V., internet access, refrigerator, and laundry machines (washer and dryer). However, you must provide your own bed set (pillow, sheets, blanket, etc.) and all other living necessities.

Homestay

Homestay accommodations with English-speaking host families are available at all POLY centers. Homestay arrangements generally include two meals per day (breakfast and dinner), a private room with a bed, a desk, and more depending on the host family. Homestays are selected so that they are located within 40 minutes by public transportation from the POLY center. We recommend that you interview host families before you move into the house. If we have an available space in the dormitory, we will book your first 30 days in the dormitory so that you have time to visit and choose the host family of your choice. We will introduce up to 2 host families without any additional charge.

Security Deposit and Rent

For both dormitory and homestay, there is a \$200 security deposit. The security deposit and a 30-day rent is due 20 days prior to the student's scheduled move-in date. The security deposit is not refundable if the housing arrangement service is cancelled. Only the prepaid rent is refundable if cancelled at least 20 days prior to the student's scheduled move in date.

The security deposit is held by the school and paid to the parties agreed by the student and the landlord. If there is a dispute between the student and the landlord, the deposit will be held by the school until it is settled between them. The refund can be requested only after the student has moved out.

We recommend that students pay the security deposit and rent only after obtaining their student visa. However, please note that not paying the Security Deposit and the minimum rent will nullify the Housing Arrangement Service.

Rental Rates

For dormitory, a student may book between 30 and 120 days at a time. For any booking less than 30 days or change of rooms, there is a charge of \$90. Rooms are assigned on a first-come, first-served basis and renewals are NOT guaranteed.

For homestay, the monthly rental rate and the payment policy may vary slightly depending on a host family. The monthly rental rates below are only estimates.

The rent for the period booked is non-refundable for both dormitory and homestay. The rental rates based on the type of housing are as follows:

Type Center	Student Residence (30-Day Rate)	*Homestay (Average Monthly Rate)
Irvine	Double..... \$780	Breakfast & dinner.. \$1200 Without meals..... \$900
	Single Twin..... \$900	
	Single King.... \$1170	
Los Angeles	Not Available	Breakfast & dinner.. \$1200 Without meals..... \$900

*The rate may vary; it depends on a host family.

Transcripts and Certificates

The transcript with our seal is POLY's official transcript. Upon request from a student, we provide the transcript detailing the student's progress, which includes the student's attendance percentage, midterm grade, final exam grade, and the final grade for the courses taken.

POLY provides two types of certificates to those who are in the POLY ESL program.

Certificate of Achievement

This certificate is awarded to those who have successfully completed (C or better) the courses: RW 601, RW 602, LS 601 and LS 602. This certificate serves as our testament that the student has demonstrated proficiency in all four skills of the English language: Speaking, Listening, Reading, and Writing.

Certificate of Completion

This certificate is given to those who have successfully completed (C or better) at least one course from a listening/speaking series and a reading/writing series. The certificate will indicate the highest levels successfully completed from the listening/speaking series and the reading/writing series.

Medical Insurance

All F-1 students and their dependents are required to purchase medical insurance prior to the start of their studies at POLY. The students may choose their own insurance plan or the International Student Protection (ISP) plan by the insurance company, J. Deutsch Associates, Inc. The plan is for international students and scholars in the US. For more information about ISP and their insurance programs, please visit www.intlstudentprotection.com or call their toll free number at 1-877-738-5787.

Miscellaneous Fees

POLY provides student IDs, enrollment verifications, official transcripts, recommendation letters to colleges or universities with conditional acceptance agreements, certificates, and more. Such requests can be made by submitting the form required by the school with applicable fees.

*Tuition and fees are subject to change without prior notice.

MyPOLY

MyPOLY is a web-based information system personalized for the convenience of POLY students. By logging onto MyPOLY, you may access your current and previous schedules, grades, payment history, and services requested - all with the click of a mouse! You no longer need to be at the school and wait in line to find such information.

In order to use the system, you must have a valid e-mail address written on the application form. Upon your acceptance to our program, a password will be sent to the e-mail address. Please be aware that depending on email servers, the email with the MyPOLY password might be treated as spam or junk mail. Please check your spam or junk mail box before contacting us.

Computer Lab

The computer lab is available to all active students and is used for interactive language learning, taking the English Proficiency Assessment Test, and course finals.

Computers can also be used for students' personal use. However, students with Lab or course-related assignments have priority over those who are using the computers for personal use. In all cases, using the computers for non-course related work is limited to 30 minutes per person if there are others waiting.



POLY Assurance Program

After successful completion of at least 6 terms with the advanced courses, RW 601 & 602 and LS 601 & 602, with a “B” letter grade or better, we guarantee your English proficiency for higher education. In other words, you will be accepted to most community colleges and career schools.

If for any reason, you are not accepted to the college of your choice because of your English language skills, or simply feel that your English proficiency is not sufficient for college level studies, you may repeat the advanced courses free of charge as long as you have a minimum of 90% attendance for the courses, and agree to continue meeting the 90% attendance requirement.

We are promising 8 weeks of free education. When you choose POLY Languages Institute, we are assuring that you will receive a quality education. The Assurance Program expires after 60 days from the last day of the completion of the advanced courses.

College or University Placements

POLY Languages Institute, Inc. (POLY) has several agreements with colleges, universities and career schools. Upon completion of the POLY ESL program (completion of the most advanced courses of Listening/Speaking and Reading/Writing series, 601 and 602), students are accepted to colleges and career schools in place of the TOEFL or other standardized English proficiency tests. The following are some of the colleges POLY Languages Institute has an agreement with:

- California College of Music
- Cerritos College
- College of the Desert (Palm Springs)
- East Los Angeles College
- El Camino Community College
- Fullerton College
- Glendale Community College
- Los Angeles City College
- Los Angeles Film School
- Los Angeles Trade - Tech Community College
- Marymount California University
- Orange Coast College
- Pasadena City College
- Saddleback College
- University of the West
- West Los Angeles College

Student Recordkeeping

POLY permanently keeps electronic student records and transcripts. Hard copies of student records are kept onsite for 2 years. Student records are accessible only to authorized personnel unless the student requests for the release of his/her information in writing to a person or an entity. The student may access his/her records through MyPOLY (Student Web-based Information System) with his/her user identification and password provided by the school.

A student may challenge in writing the student's grade and/or attendance records that are less than thirty (30) days old. POLY will respond within 10 days to the request for correction. The student's grade and/or attendance record - 10 or fewer days old will be investigated relying on your instructor's recollection and the hardcopies kept. Any disputed record more than 10 days old but less than 30 days old will be solely based on the hardcopies kept by the school.

Director's Contact Line

In order for us to better serve you, we need to hear from you. In the event that you are not satisfied with the school for any reason, you can file a complaint. The complaint can be made in writing or by logging onto MyPOLY. We will investigate your concerns, and you can expect a written response and resolution within 10 days from the date you submitted your complaint. If you wish to remain anonymous, do not disclose your name. However, the letter should contain the following:

- A detailed description of the problem(s);
- The approximate date(s) that the problem(s) occurred;
- The name(s) and position(s) of the individual(s) involved in the problem(s).

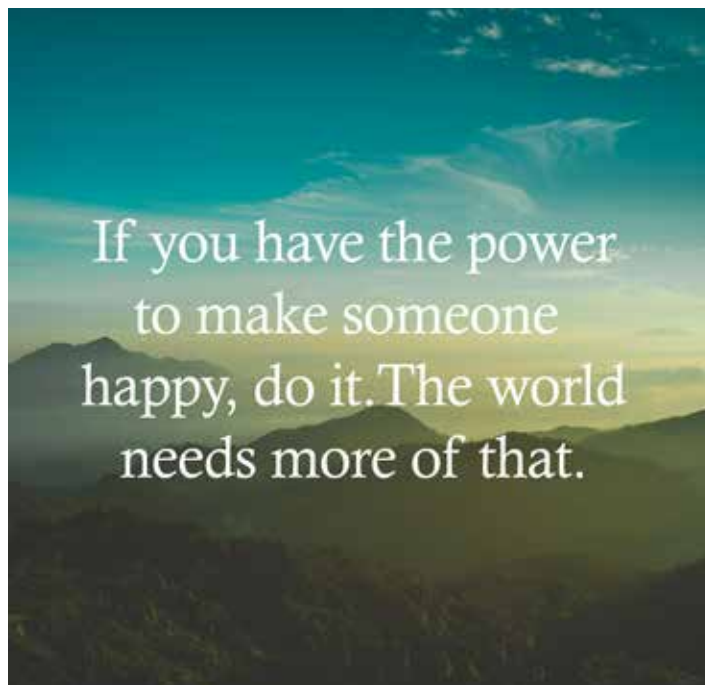
Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By enrolling in classes at POLY, you have a responsibility to us and to your fellow students to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary so that our school will be a better place to study for everyone.

We expect every student to act in a mature and responsible way at all times. If you have any questions concerning any safety rule, or any of the List of Unacceptable Activities listed below, please see your student advisor for an explanation. If you are caught in the act of any of the unacceptable activities, including but not limited to the list below, you can be suspended or terminated from school.

The List of Unacceptable Activities

- Being disruptive in class by refusing to follow the teacher's instructions pertaining to course work;
- Indifference, disrespect, or rudeness towards a fellow student, or POLY employees, whether overt or implied (any disorderly/antagonistic conduct on school premises);
- Intentionally or chronically speaking languages other than English during class time;
- Not bringing your textbooks and other necessary materials (i.e. paper, pen or pencil, etc.) to your classes;
- Use of a cell phone or any other communication devices during class (cell phones must be turned off during class);
- Cheating on exams or possession of the official exams for the POLY courses;
- Violation of security or safety rules (negligence or any careless action that endangers the safety of another person);
- Being intoxicated or under the influence of a controlled substance while at school except medications prescribed by a physician that do not impair work performance;
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives in school;
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on school premises or when representing POLY, or fighting, or provoking a fight on school property, or negligent damage of property;
- Threatening, intimidating or coercing fellow students or POLY employees on or off the premises at any time, for any purpose;
- Engaging in an act of sabotage; negligently causing the destruction or damage of school property, or the property of fellow students or employees in any manner;
- Theft or unauthorized possession or removal of school property from the premises without prior permission from management or unauthorized use;
- Immoral conduct or indecency on school property;
- Conducting a lottery or gambling on school premises;
- Use of school telephone, fax, computers, office supplies, or other school properties without approval from the office;
- Smoking in restricted areas or at non-designated times;
- Drinking or eating in classrooms, or any act of creating or contributing to untidy or unsanitary conditions;
- Posting, removing or altering notices on the school premises without permission from the school;
- Soliciting, selling, or collecting funds for any reason on the school premises;
- Bringing pets of any kind to school;
- Viewing contents that are sexually explicit, violent or others that may be found offensive to others on the school premises whether using a computer in the computer lab or the student's personal computer;
- Downloading any active-X controls or harmful files, or creating or modifying any of the computer files or programs of the school that would affect the computer system;
- Obscene or abusive language - or any act of harassment -toward a fellow student or a POLY employee (POLY Languages Institute has a zero-tolerance policy towards any verbal and physical abuse);
- Violation of any of the school policies posted as amendment or addendum.



Bureau for Private Postsecondary Education

As a prospective student, you are encouraged to review this catalog, the school performance fact sheet, and the enrollment agreement.

Student Tuition Recovery Fund Disclosures

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California Residents, or are enrolled in residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Amount of STRF Assessment

(a) Each qualifying institution shall collect an assessment of \$0.50 per \$1,000 of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of \$1,000 or less, the assessment is \$0.

(b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by a third-party payer shall not pay the STRF assessment to the qualifying institution.

(c) Except when an institution provides 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, in which case, the assessment is non-refundable.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at POLY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the English as a Second Language and Test Preparation program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending POLY Languages Institute to determine if your Certificate of Completion will transfer.

Title IV Policy (No Student Loans)

Poly Languages Institute does not participate in federal and state financial aid programs.

If a student obtains a loan to pay, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, the federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and the student may not be eligible for any other government financial assistance at another institution until the loan is repaid. Furthermore, Poly Languages Institute does not provide any placement services.

Any Unanswered Questions

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, P.O. Box 980818, Sacramento, CA 95798-0818. Website: www.bppe.ca.gov; Phone Number: 916-431-6959; Toll Free Number: 888-370-7589; Fax Number: 916-263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

Refund Policy

All refund requests must be submitted in writing in person, by regular mail, or by electronic mail by the student. 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. We use only a courier company that has a tracking system ensuring a delivery.

The refund check will be made payable to the entity or to the person from which the funds originated. If you are applying through an educational counselor/agency, the refund check will be made payable to the educational counselor/agency unless we are instructed to pay you directly.

The tuition refund is solely based on the money received by the school after all applicable fees owed to the school are deducted. Any money not paid, discounts or promotions, will be void and will not apply upon your withdrawal. The tuition charge will be based on the standard (full charge) published price.

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 less the cancellation fee of \$150. There is no refund if withdrawn after 3 weeks (more than the 75% of instruction).

Minimum Registration Requirement for F-1 Students

Nonimmigrant F1 students are required to attend at least two terms (8 weeks). Otherwise, there is an early withdrawal fee of \$350. Additionally, for F-1 students applying from overseas and/or through their educational counselor/agency, there is a recruiting fee of 35% of tuition for the period of the program indicated on their application form for early withdrawal. The recruiting fee does not apply for continuing students (extending from the initial period enrolled) and transfer students applying on their own.

General Terms & Conditions

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.

Registration Not Guaranteed

POLY Languages Institute does not guarantee registration due to the maximum number of students allowed per class and the minimum number of students required per class to avoid cancellation.

Regardless of the reason, F-1 students are not relieved from the registration requirement as a full time student. The registration is done on a first-come, first-served basis. Students, especially the F-1 students, are strongly encouraged to register as early as possible.

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.

F-1 Student Guidelines

F-1 students, in addition to other applicable policies and procedures, are required to observe the guidelines herein in order to maintain their F-1 status.

General Requirements

- Enroll by the 1st day of each term as a full-time student (18 hours or more of instructions per week).
- Inform the school within 10 days of the following changes: home address, contact information, sources of financial support, immigration status, and dependent status.
- Do not engage in unauthorized employment.
- Be sure to have a valid Form I-20. If your Form I-20 is about to expire, report to your student advisor about your intent to extend your program by completing and submitting the Service Request Form at least 30 days prior to the expiration date indicated on your Form I-20 and submitting it to your DSO.
- Provide the documents requested by the school within 10 days for any filing required by the school for compliance with any regulatory agencies.
- If you are a new student, report in person to the school and fully pay the invoiced amount agreed upon in order to undertake the courses in a timely manner. The tuition is due for the period and for the program indicated on your application form. The period of stay on the Form I-20 should be consistent with the requested period on the application form. No partial payment will be accepted.

Exiting the School Policy

To avoid being terminated in SEVIS for *failure to enroll*, a student who plans to leave the school must complete and submit the *Notice of Intention to Exit* form by the 1st day of the term required to register.

When transferring to another SEVP approved school, the acceptance letter from the school must be submitted together with the *Notice of Intention to Exit* form. If the student does not meet the minimum attendance and/or academic requirement, the student will be released in "terminated" status.

Leave of Absence Policy

A student may request a leave of absence or take less than the required course load (less than 18 hours of instruction per week) by completing the Vacation/Drop Below Request form. Leave of absence is for continuing students and cannot be abused to extend the student's transfer period between schools or stay in the U.S.

A student must meet one of the 3 criteria below for a leave of absence to be approved.

- Annual Vacation - A student is eligible for up to 60 days (2 terms) as vacation after completing 6 consecutive terms as a full-time student.
- Temporary Absence from the US - A student may be relieved from the registration requirement for the terms when the student's absence from the U.S. is greater than 6 class days. The absence period will be determined by the plane ticket's departure and arrival dates, which will later be verified by the student's Form I-94.
- Medical Leave - A student who needs to take a reduced course load or no course load due to medical reasons must provide an official letter from a licensed physician. A leave of absence due to medical reason(s) cannot exceed 3 terms altogether during the student's studies.

Traveling Outside the U.S.

A continuing student who has a multiple entry F-1 visa (not the F-1 visa obtained through a change of status in the U.S.), may be allowed to re-enter the U.S. if the following criteria are met:

- The student has a Form I-20 with current information that is signed by the DSO on pages one and three allowing travel outside of the United States.
- The student's visa and passport is valid (not expired) at the time when the student reenters the United States.
- The student returns and resumes his/her studies within 4 terms.



Admissions

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 expenses) 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 <https://www.ice.gov/sevis/i901> 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-156, 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 with USCIS to change from the student's current non-immigrant status to an F-1 status. Please visit <https://www.uscis.gov/i-539> for details. 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.



Why You Should Choose POLY Languages Institute!

- **History of Excellence** – We are committed to teaching English. For over 50 years, we have been teaching English as a Second Language (ESL) to tens of thousands of students from all over the world.
- **Small Classes** –We accept only up to 14 students per class. We are committed to the student-centered learning approach where your needs come first. We want to maximize student talking time.
- **A Wide Range of Proficiency Levels** – We have 7 English proficiency levels (6 ESL levels and a TOEFL Preparation course).
- **College Placement** – We have articulation agreements with many colleges. Upon completion of our ESL program, we assist our students in transferring to colleges or universities.
- **Affordable Tuition** – Our tuition is reasonable. We strive to provide an affordable high-quality ESL programs, a quality education does not need to be unreasonably expensive.
- **An ETS Certified Test Administration Site** – We are a certified test center. You can take the TOEFL iBT® test in a comfortable setting, at the English school, where you take your classes regularly.





www.POLYLanguages.edu

POLY LANGUAGES INSTITUTE **THE PLACE TO LEARN ENGLISH!**



THE EXPERT
IN ANYTHING
WAS ONCE A
BEGINNER

POLY Languages Institute at Irvine

18818 Teller Ave., Suite 160, Irvine, CA 92612

Tel: 1.949.474.7646

Email: info@polylanguages.edu

POLY Languages Institute at Los Angeles

5757 Wilshire Blvd., Suite 510, Los Angeles, CA 90036

Tel: 1.323.933.9399

Email: info@polylanguages.edu

Copyright 2022

POLY Languages Institute, Inc.