



www.POLYLanguages.edu

2024

study *in* **SOUTHERN CALIFORNIA**



the place to learn English!



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.

History of POLY

Founded in 1970, POLY Languages Institute has been a key player in English language education for adults in California. Over the past five decades, we've helped tens of thousands of students worldwide achieve English language proficiency for their educational, career, and personal goals. Our long-standing dedication to quality education and student service has earned us recognition as a reputable ESL school in California.

Our Commitment to Quality

At POLY, we are proud of our reputation as a respected ESL school in California. This standing is a result of our consistent focus on high-quality teaching, ongoing innovation, and an in-depth understanding of our students' needs in language learning.

Accreditations and Authorizations

- **CEA Accreditation:** Our school is accredited by the Commission on English Language Program Accreditation (CEA), a mark of excellence recognized by the U.S. Secretary of Education. This accreditation underscores our adherence to high educational standards in English language teaching.
- **BPPE Licensing:** Our institution is licensed by the Bureau for Private Postsecondary Education (BPPE), affirming our commitment to meeting state educational regulations and quality standards.
- **International Student Authorization:** Our school is authorized by federal law to enroll non-immigrant alien students, reflecting our commitment to fostering a diverse and global learning environment.

Diversity and Community at POLY

At POLY, we cherish the diversity of our student body and the richness it brings to our community. We are committed to creating an inclusive environment where every student feels valued and supported. Our global alumni network and strong community ties reflect our belief in the transformative power of education and the importance of global citizenship.



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Admissions

General Admission Requirements

POLY Languages Institute welcomes adult learners aged 18 and older. Applicants below 18 must have completed high school. While it is recommended that applicants have at least one year of prior study in English as a second or foreign language, this is not a strict requirement.

Application Process

To apply, complete the application form and submit it along with the applicable fees and a photo ID. This can be done online, in person, or by mail. Acceptable forms of ID include a passport or any U.S. state-issued driver's license or identification card.

F-1 Student Admission

For students seeking to attend as F-1 students, Documentary Evidence of Financial Support (DEFS) is required. This demonstrates the ability to cover education and living expenses for the student and any dependents traveling on F-2 visas. Estimated Total Expenses (TE) per term are \$2,500 for the student (tuition, books, living expenses) and \$1,000 per dependent.

- Initial and Change of Status Students: DEFS funds must cover at least 6 terms of the estimated total expense.
- Transfer Students in Status: DEFS funds must cover at least 2 terms. Additionally, 2 or more recent bank statements and a letter explaining the sources of these funds are required.

Acceptable Financial Documentation

- A personal bank statement.
- An affidavit of financial support with a bank statement.
- A letter of financial support from the student's employer.
- A scholarship letter from the student's government or organization.

Specific Procedures for F-1 Visa Applicants

Applying from Outside the U.S. (Initial)

After obtaining a Form I-20, pay the SEVIS I-901 fee (details at <https://www.ice.gov/sevis/i901>). For the visa interview at a U.S. consulate, bring the Form I-20, SEVIS I-901 fee payment evidence, a valid passport (at least six months), a completed Form DS-160, and other relevant documents.

Changing Status in the U.S. (Change of Status)

Obtain a Form I-20 and file a Form I-539 with USCIS (details at <https://www.uscis.gov/i-539>). Payment of the SEVIS I-901 fee is also required.

Transferring with an F-1 Visa (Transfer)

Notify your current school of your intention to transfer. Our staff will assist with the transfer process and the issuance of a new Form I-20 upon record release.



Who Should Apply?

POLY Languages Institute is ideal for learners who are seriously committed to improving their English proficiency and achieving their educational goals. Our programs are designed for:

1. **Adult Learners:** We primarily admit students aged 18 and older, although younger applicants who have completed high school are also welcome.
2. **Dedicated Language Students:** Applicants should ideally have at least a year of prior study in English as a second or foreign language, as our curriculum is demanding and tailored for those focused on substantial improvement.
3. **Goal-Oriented Individuals:** The best educational outcomes at POLY are achieved when students, teachers, and classmates are all earnestly committed to their educational objectives. We look for students who are as dedicated and motivated as our teachers and supportive classmates.
4. **Students Seeking a Rigorous Academic Environment:** If you are looking to study casually, POLY might not be the right fit. Our environment and curriculum demand focus, dedication, and a strong desire to succeed in mastering the English language.

We at POLY strive to provide an educational experience where each student can thrive and succeed, supported by our dedicated faculty and the collaborative spirit of our student body.

ESL Programs

POLY Languages Institute (POLY) offers three distinct English as a Second Language (ESL) programs: Intensive Plus, Intensive, and Non-Intensive. Each program differs in the number of courses you can take, with Long-Term Discount options available to encourage commitment to extended study. Learning a language is a journey that takes time, and our program structures reflect this philosophy. For detailed benefits, refer to the 'Tuition and Fees' section.

Our ESL curriculum is organized into series, allowing you to choose the number of courses that best fit your goals. Below are the tracks offered, each designed for comprehensive language development and specialization. For more information, please refer to the 'Course Descriptions' section.

Academic English Courses

Listening & Speaking: Levels 100 - 600

Reading & Writing: Levels 100 - 600

Test Preparation Courses

TOEFL Listening & Speaking: Level 600/700

TOEFL Reading & Writing: Level 600/700

Elective Courses

General English: Levels 100 - 600

Business English: Levels 500 & 600

Sample Schedules

Below are example schedules for each program, including total weekly study hours and tuition costs for a 4-week period:

Intensive Plus Program

(26 hours/week, 4-week tuition: \$1200)

ESL Course	Days	Time
AE Listening/Speaking	Mo - Th	9:00 – 10:50 am
AE Reading/Writing	Mo - Th	11:00 – 1:30 pm
General English	Mo - Th	2:30 – 4:20 pm

Intensive Program

(18 hours/week, 4-week tuition: \$880)

ESL Course	Days	Time
AE Listening/Speaking	Mo - Th	9:00 – 10:50 am
AE Reading/Writing	Mo - Th	11:00 – 1:30 pm

Part-Time Program

(8 hours/week, 4-week tuition: \$320, Not for F-1 students)

ESL Course	Days	Time
General English	Mo - Th	2:30 – 4:20 pm

Tuition and Fees

Application Fee

A non-refundable processing fee accompanies each application. The fee is \$150 for F-1 students and \$75 for other students.

Mailing and Handling Fee

There's a non-refundable mailing fee of \$80 for international delivery and \$40 for domestic. This fee covers the delivery of acceptance packets, refund checks, and other sensitive documents through a courier service with tracking. Additional surcharges apply for international shipments exceeding \$100.

Rebooking Fee

Changing your start date incurs a non-refundable processing fee of \$40, provided the new start date is within 6 months and requested within 60 days from the original date. This fee applies only if the Form I-20 has already been issued.

Tuition

Tuition for each course is based on the total class hours. Detailed information about the tuition for each course can be found in the 'Tuition by Course' section. To encourage prolonged study, we offer long-term discounts, which are fully outlined in the 'Tuition by Program' section. For information on tuition refunds, please refer to our Refund Policy.

Tuition Payment Schedules

The tuition due date varies depending on your situation. For continuing students, tuition is due one day prior to the commencement of each term. For new students, the tuition payment schedule is determined by your visa status and registration timeline:

If you already hold an F-1 visa or do not require one, tuition is due within 20 days before your scheduled start date, or at the time of registration, whichever is later.

If you are applying for an F-1 visa, tuition is due within 20 days of the start date or within 3 working days of receiving your visa approval, whichever comes later.





Tuition by Course

The published prices for each course are based on a 4-week period, taking into account holidays and finals days. Each instructional hour consists of 50 minutes of teaching and a 10-minute break.

Course	Instruction	Cost
Academic English (Listening/Speaking)	32 hours	\$400
Academic English (Reading/Writing)	40 hours	\$480
General English/Business English	32 hours	\$320
TOEFL Prep (Listening/Speaking)	32 hours	\$400
TOEFL Prep (Reading/Writing)	40 hours	\$480

Tuition by Program

Our ESL programs offer various course combinations, each with its own long-term discount for full upfront payments. Refer to the Sample Schedules for an overview. The following outlines the tuition and discounts available for different durations, from 4 to 48 weeks. Please note that the Part-Time Program is not suitable for F-1 students as they are required to take 18 or more hours of instruction per week.

Intensive Plus Program

(26 hours per week)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	\$1,200	\$0	\$1,200
8	\$2,400	\$192	\$2,208
12	\$3,600	\$324	\$3,276
16	\$4,800	\$480	\$4,320
20	\$6,000	\$660	\$5,340
24	\$7,200	\$864	\$6,336
28	\$8,400	\$1,092	\$7,308
32	\$9,600	\$1,344	\$8,256
36	\$10,800	\$1,620	\$9,180
40	\$12,000	\$1,920	\$10,080
44	\$13,200	\$2,244	\$10,956
48	\$14,400	\$2,592	\$11,808

Intensive Program

(18 hours per week)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	\$880	\$0	\$880
8	\$1,760	\$106	\$1,654
12	\$2,640	\$185	\$2,455
16	\$3,520	\$282	\$3,238
20	\$4,400	\$396	\$4,004
24	\$5,280	\$528	\$4,752
28	\$6,160	\$678	\$5,482
32	\$7,040	\$845	\$6,195
36	\$7,920	\$1,030	\$6,890
40	\$8,800	\$1,232	\$7,568
44	\$9,680	\$1,452	\$8,228
48	\$10,560	\$1,690	\$8,870

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

(8 hours per week)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	\$320	\$0	\$320
8	\$640	\$26	\$614
12	\$960	\$48	\$912
16	\$1,280	\$77	\$1,203
20	\$1,600	\$112	\$1,488
24	\$1,920	\$154	\$1,766

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 and fees are subject to change without prior notice.

Poly Calendar 2024

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 8 – Feb 1: Term 1
*Jan 15: Martin L.K. Day

Jul 1 - Jul 25: Term 7
Jul 4: Independence Day
Jul 29 - Aug 22: Term 8

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	29		

Feb 5 - Feb 29: Term 2
Feb 19: President's Day

Aug 28 - Sep 24: 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 5 - Apr 1: Term 3

Sep 2: Labor Day
Sep 26 - Oct 23: 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 4 - May 1: Term 4

*Oct 14: Columbus Day
Oct 28 - Nov 21: 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 6 - May 30: Term 5
May 27: Memorial Day

Nov 11: Veterans Day
Nov 26-Dec 23: Term 12
Nov 28: Thanksgiving Day

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 3 - Jun 27: Term 6
*Jun 19: Juneteenth

*Dec 24: Christmas Eve
Dec 25: Christmas Day

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. For the short(*) days, the office hours are 9:00 am - 4:00 pm.

Student Services

At POLY Languages Institute, our student advisors are committed to assisting with a broad range of services. They provide support with admissions, orientations, accommodation, health insurance, banking, transportation, and guidance on transferring to higher education institutions. Our advisors are available to enhance your academic success and can be reached in person at our physical center or online through the Virtual Office.

The Virtual Office (VO), accessible via Zoom video conferencing, offers extended office hours for convenient remote access to services. Operating Monday through Friday from 8:30 a.m. to 10:30 p.m. Pacific Time, it is your primary resource for assistance with admissions, purchasing books, and other service-related inquiries, ensuring you receive timely support for a seamless POLY experience.

For continuing students, the Virtual Language Lab (VLab) provides specialized academic support, focusing on make-up exams (subject to teacher approval), e-books, MyEnglishLab (MEL) by Pearson, and course-related issues. Managed by our faculty support team, the Language Lab is available online every Friday from 9:00 a.m. to 12:00 p.m. and 6:30 p.m. to 9:30 p.m. Pacific Time, dedicated to enhancing your academic progress at POLY.

New Student Orientation

Our New Student Orientation, conducted online via Zoom through the Virtual Office (VO), is a mandatory session for all new students at POLY Languages Institute. This essential orientation includes introductions to POLY staff and advisors, placement testing, class registration, and important guidance on student life. We advise all new students to complete this orientation 5 to 30 days before their start date, ensuring a well-informed and smooth transition into their studies at POLY.

Medical Insurance

All F-1 students and their dependents are required to purchase medical insurance before starting at POLY. You may choose your own insurance plan or opt for the International Student Protection (ISP) plan by J. Deutsch Associates, Inc. For more information about ISP, visit [website link] or call 1-877-738-5787. Assistance with obtaining medical insurance is available through our Virtual Office.

Housing Arrangement Service

POLY offers a homestay arrangement service for new students. To secure your accommodation in a timely manner, please request this service at least 30 days before your desired move-in date.

Homestay Features:

- Typically includes two meals per day (breakfast and dinner), a private room with a bed, a desk, and other amenities, varying with each host family.
- Host families are located within a 40-minute commute by public transportation from the POLY center.

We encourage you to visit or hold a video conference with potential host families to ensure a suitable match before moving in.



Fees and Payments:

- A non-refundable \$200 fee is required for the housing arrangement service.
- A \$200 security deposit is due at least 20 days before your scheduled move-in date. This deposit compensates the host family for reserving a place and is not refundable in case of cancellation.
- We recommend that students pay the rent only after obtaining their student visa.

Rental Rates:

- Monthly rental rates may vary slightly depending on the host family.

Estimated rates:

- With meals (Breakfast & Dinner): Approximately \$1,500/month.
- Without meals: Approximately \$1,200/month.

For additional information or assistance with the housing arrangement process, please visit our Virtual Office.

School Events

At POLY Languages Institute, we understand the importance of social interaction and cultural exploration for our students. While we aim to organize student events approximately every two months, please be aware that the frequency and nature of these events may vary, especially in light of recent public health concerns.

These events are opportunities for students to explore the local area, socialize, and build friendships. They are usually announced at least 10 days in advance. While we subsidize a portion of the event costs, there may be a fee for participants.

Please note that events are subject to change or cancellation based on various factors, including public health guidelines. Stay informed about upcoming events and any changes through announcements, our website, or by visiting our Virtual Office.

MyPOLY

MyPOLY, our web-based information system, offers personalized convenience for POLY students. It allows access to current and previous schedules, grades (unofficial transcript), payment history, and service requests. To use MyPOLY, ensure a valid email address is on your application form. Upon acceptance, a password will be emailed to you. Please check your spam or junk mail if you do not see the email. For guidance on using MyPOLY, visit our Virtual Office.

Student Recordkeeping

POLY permanently retains student transcripts and relevant records. These are accessible only to authorized personnel, or the student can request in writing to release them to specific individuals or entities. Additionally, students can access their records through MyPOLY (Student Web-based Information System) using their provided credentials.

Students have the right to challenge their grade and/or attendance records within 30 days of issue. POLY will respond within 10 days to correction requests. Records 10 or fewer days old will be reviewed based on instructor recollections and hard copies. Disputes over records older than 10 days, but less than 30 days, will be based solely on hard copies. For assistance, please visit our Virtual Office.

Transcripts and Certificates

POLY's official transcript, complete with our seal, provides a detailed record of a student's progress. It includes attendance percentage, midterm grade, final exam grade, and final course grades. Students can request their transcript at any time.

POLY offers two types of certificates for ESL program participants:

- **Certificate of Achievement:** Awarded to students who successfully complete (with a grade of C or better) RW 601, RW 602, LS 601, and LS 602. This certificate signifies proficiency in all four English language skills: Speaking, Listening, Reading, and Writing.
- **Certificate of Completion:** Issued to students who successfully complete (with a grade of C or better) at least one course from both a listening/speaking series and a reading/writing series. It indicates the highest levels completed in these series.

Computer Lab

Our computer lab is accessible to all active students, providing a supportive space for specific academic needs such as taking the English Proficiency Assessment Test and completing course finals. It's also available for personal use, especially useful for those who might need occasional access to a desktop environment or specific software. We prioritize the lab's use for academic purposes, but students are welcome to use it for personal tasks, subject to a 30-minute limit when others are waiting. This setup ensures fair access and maintains the lab as a beneficial resource for everyone's needs.

College or University Placements

At POLY, we facilitate smooth transitions into further education following the completion of our ESL program. Students who successfully complete our advanced Listening/Speaking and Reading/Writing courses (601 and 602) can leverage this achievement for admissions into various colleges and career schools. This means you can bypass the need for TOEFL or other standardized English proficiency tests at these institutions.

Our partnerships with a range of local colleges and universities offer diverse opportunities for continued education. Here are some of the colleges and universities where POLY graduates have found their next academic steps:

- 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 Pierce College
- 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

Miscellaneous Services

We provide a variety of additional services to support your academic endeavors. These services include issuing student IDs, enrollment verifications, official transcripts, recommendation letters for colleges or universities with conditional acceptance agreements, and more. To utilize these services, please fill out the required form and include fees if applicable. For assistance or more information about these services, you can connect with our student advisors at the Virtual Office.

Director's Contact Line

For concerns or issues, we recommend initially seeking assistance through our Virtual Office. Our staff can often quickly resolve matters. If unresolved, escalate by filing a complaint via MyPOLY or in writing, detailing the issue, occurrence dates, and involved individuals.

We commit to promptly addressing your concerns, usually providing a resolution within 10 days. For anonymous complaints, exclude your name but ensure sufficient detail for effective resolution. Your feedback helps us maintain a supportive and responsive environment.

Program Outline

Program Overview

The ESL Program at our institution is designed to provide comprehensive language education aligned with international standards. Our curriculum is structured around the Common European Framework of Reference for Languages (CEFR), ensuring that students achieve recognizable benchmarks in language proficiency.

Overall Program Goals

- To Develop Comprehensive English Language Proficiency: Equip students with the linguistic skills necessary for fluency and accuracy in English, encompassing speaking, listening, reading, and writing.
- To Cultivate Academic and Professional Readiness: Prepare students for success in academic endeavors and professional careers through targeted English language instruction and practice.
- To Enhance Cultural and Intercultural Competency: Foster students' ability to navigate and thrive in diverse cultural and social contexts, enhancing their global awareness and communication skills.
- To Offer Specialized Language Pathways: Provide students with options to pursue specialized language training that aligns with their individual goals, such as business communication or test preparation.
- To Support Continuous Learning and Development: Encourage lifelong learning and self-improvement through structured English language programs that support ongoing development and mastery.

Program Objectives

1. Language Skills Acquisition: Ensure that students acquire a high level of proficiency in all four language skills — listening, speaking, reading, and writing — with a focus on integration and application in real-life situations.
2. Academic Excellence: Teach students how to effectively engage with academic materials, participate in classroom discussions, write scholarly papers, and comprehend complex texts.
3. Test Preparation: Provide rigorous training and strategies for students to excel in English proficiency exams, such as the TOEFL iBT, which are crucial for academic advancement and global opportunities.
4. Practical Communication: Enable students to communicate confidently and effectively in English within various settings, including travel, social interactions, and everyday tasks.
5. Business English Proficiency: Equip students with the specialized vocabulary and communication skills necessary to operate professionally in English-speaking business environments.
6. Cultural Adaptability: Cultivate an understanding of cultural nuances and social expectations in English-speaking contexts, allowing students to interact with cultural sensitivity and intelligence.

7. Progressive Learning Structure: Offer a curriculum that builds from foundational to advanced levels, allowing students to progress at a pace that matches their learning needs and goals.

Our Teaching Philosophy

At Poly Languages, we are deeply committed to empowering our students to communicate effectively and fluently in English, particularly in academic settings. Our approach integrates communicative skills with the demands of real-world academia, ensuring students are well-prepared for both higher education and the TOEFL examination.

Communicative Language Teaching (CLT) Approach

Central to our teaching methodology is the CLT approach, emphasizing interaction and student-centered learning. This approach ensures students actively use English in various contexts, whether it's academic discourse, everyday conversations, or business English. Key features of our CLT approach include:

- Textbook-Centered Authenticity: Our curriculum is primarily rooted in textbooks, chosen for their authentic representation of language in academic contexts.
- Student-Centered Lessons: We emphasize dynamic, student-led learning through discussions, role-plays, group projects, and debates.
- Functional Language Use: Our teaching goes beyond grammar and vocabulary; we focus on language function in academic contexts.
- Error Correction in Context: We prioritize communicative competence, addressing errors within meaningful communication.

Structured Lesson Models: PPP & ESA

At Poly Languages, our lesson structure incorporates the Presentation, Practice, Production (PPP) and/or Engage, Study, Activate (ESA) models. These models guide the progression from learning new language concepts to actively applying them in real-world scenarios.

- Presentation (PPP) / Engage (ESA): This initial stage introduces new language concepts, setting the stage for deeper exploration.
- Practice (PPP) / Study (ESA): Here, students reinforce their understanding through structured activities, building upon the concepts introduced.
- Production (PPP) / Activate (ESA): The crucial phase of our teaching methodology. In this stage, students shift from passive learning to dynamic application. Activities such as role-playing, debates, group projects, and storytelling encourage authentic and practical language use. This phase is pivotal in transforming learners into confident communicators, enabling them to engage in real-world interactions using the language skills they have acquired.

Teaching Faculty Excellence

At Poly Languages, faculty with a TESOL degree are highly valued for their specialized expertise in English language instruction. Faculty members without a TESOL degree are required to have a bachelor's degree and a TESOL certificate or equivalent. Additionally, all faculty members must possess native or near-native fluency in English. They are dedicated to honing their skills in communicative language teaching (CLT) and are well-versed in either the PPP or ESA structured lesson model. This commitment to professional growth ensures high-quality, effective instruction, with the academic progress of our students as the key indicator of teaching success.

Assessment and Progression Policies

At POLY, we have a comprehensive framework for assessing student proficiency and guiding their academic journey. This section outlines our key policies:

- **Placement Test:** A two-tiered English Proficiency Assessment Test (EPAT) determines new students' placement within our curriculum, with alternative qualifications also considered.
- **Grading Policy:** Students' grades are determined through a combination of assessments, with specific criteria for passing each course.
- **Making Normal Progress:** This policy outlines the expectations for course repetition and progression, ensuring students make consistent and meaningful advancements in their language studies.

Placement Test

POLY utilizes the English Proficiency Assessment Test (EPAT) to accurately determine the English proficiency level of new students. This assessment comprises two exams:

- EPAT I: Determines placements between Levels 1 and 3.
- EPAT II: For students scoring Level 4 or higher on EPAT I, to determine placements between Levels 4 and 6.

Alternative qualifications, such as recent TOEIC, TOEFL, TOEFL iBT, or documented CEFR levels, are also accepted for placement purposes.

Students have the opportunity to appeal their placement by the 2nd day of the term. They may opt to move down a level autonomously, but advancing to a higher level requires either a retake of EPAT or recommendations from current teachers, subject to final administrative approval.



Grading Policy

A student's final course grade is determined by a combination of various assessments, which may include exams, quizzes, assignments, and participation. To pass a course, students must achieve an overall grade of 70% or higher, equivalent to a "C" or better. Withdrawals from courses are marked as "W," which do not affect the student's grade point average.

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

Making Normal Progress

In the ESL and TOEFL programs at POLY, students are encouraged to make normal progress by repeating a course only once. Exceptions are granted for true beginners in ESL Level 1 and students in ESL Level 6 and the TOEFL Prep courses, who may repeat their courses twice. It's important to note that students cannot move down a level once they have successfully completed it, nor can they skip a level unless they have official recommendation letters from their teachers. This policy is designed to ensure steady and consistent progress towards completing the language study programs.

At POLY, students are required to maintain an 80% attendance average and a minimum cumulative GPA of 2.0, as part of the commitment to the "Making Normal Progress" policy in ESL and TOEFL programs. Not achieving these standards leads to probation, and continued failure may result in suspension for up to two terms. For F-1 visa students, suspension due to either attendance or academic underperformance directly translates to SEVIS termination, emphasizing the critical importance of adhering to both attendance and GPA requirements for maintaining their visa status.

Curriculum Structure

CEFR Level Mapping

POLY's curriculum is closely aligned with the Common European Framework of Reference for Languages (CEFR), providing clear benchmarks for language proficiency. Below is a mapping of POLY levels to CEFR standards:

- Beginner 100 (O/A1): Basic ability to communicate and exchange information in a simple way. Example: Asking and answering simple questions on familiar topics.
- High Beginner 200 (A1): Ability to deal with simple, straightforward information and begin to express oneself in familiar contexts. Example: Introducing oneself and others, asking for and giving basic personal information.
- Low Intermediate 300 (A2): Capacity to deal with simple, routine tasks requiring a direct exchange of information. Example: Communicating in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities.
- Intermediate 400 (B1): Ability to express oneself in familiar contexts and deal with most situations likely to arise while traveling. Example: Producing simple connected text on familiar topics and describing experiences, events, dreams, and ambitions.
- High Intermediate 500 (B2): The ability to discuss various topics comprehensively and understand the main ideas of complex text. Example: Producing clear, detailed text on a wide range of subjects and explaining a viewpoint on a topical issue.
- Advanced 600/700 (C1/C2): Proficiency in using the language effectively for social, academic, and professional purposes. Example: Understanding a wide range of demanding, longer texts, and recognizing implicit meaning; expressing ideas fluently and spontaneously without much obvious searching for expressions.

Technology Requirements

For our ESL program, students are required to have a portable laptop or notebook computer. This device is essential for accessing our digital learning platform, which includes interactive exercises and e-textbooks, both in the classroom and at home. Additionally, having reliable internet access is crucial to fully participate in the program. This ensures seamless access to course materials, completion of assignments, and engagement in online activities. It's important for students to have both a mobile computing device and stable internet connectivity to succeed in our program.



Course Descriptions

Our courses are organized by series, with each level clearly defined by course titles, codes, goals, objectives, and outcomes. To advance, students must achieve a grade of "C" or higher in prerequisite courses, supporting a trajectory of continuous language development. The academic year is divided into 12 four-week terms, with each instructional hour comprising 50 minutes of teaching and a 10-minute break.

Overview of Curriculum Tracks and Levels

Our ESL curriculum offers distinct tracks designed for comprehensive language development and specialization:

Academic English Courses

- Listening & Speaking: Levels 100 - 600
- Reading & Writing: Levels 100 - 600

Elective Courses

- General English: Levels 100 - 600
- Business English: Levels 500 & 600

Test Preparation Courses

- TOEFL Listening & Speaking: Level 600/700
- TOEFL Reading & Writing: Level 600/700

Academic English Courses

The Academic English Courses in our ESL program are designed to systematically raise students' language proficiency through six levels, from the foundational Level 100 to the advanced Level 600. Spanning two terms, each level offers an 8-week immersive educational experience. The curriculum is divided into two main series—Listening/Speaking and Reading/Writing—each honing distinct academic skill sets.

Listening/Speaking (LS) Series (Lecture: 64 hours per level or two 32-hour terms)

This series is specifically tailored to improve aural and oral competencies, commencing with essential communication skills and progressing to intricate academic discourse. Through level-specific thematic lessons, students enhance linguistic functions, vocabulary, grammar, and pronunciation, all essential for academic proficiency.





Level 100 - Beginner Listening/Speaking Course (LS 101 & 102)

Course Goals: Develop basic auditory and verbal communication skills for everyday contexts.

Course Objectives:

- Introduce basic conversational phrases and greetings.
- Practice listening for general understanding and specific information.
- Engage in simple dialogues and exchanges.

Student Learning Outcomes:

- Recognize and use familiar spoken phrases for basic needs.
- Participate in simple conversations, asking and answering questions about personal details.
- Understand clear, slow speech on familiar topics and follow short, simple spoken directions.

Prerequisite: None

Textbook: "Top Notch Fundamentals" (3rd Edition) by Joan Saslow and Allen Ascher

Level 200 - High Beginner Listening/Speaking Course (LS 201 & 202)

Course Goals: Enhance listening and speaking skills for more complex everyday interactions and social situations.

Course Objectives:

- Develop the ability to provide detailed descriptions of familiar places, such as hometowns.
- Expand practical language functions for making requests and discussing future plans.
- Improve conversational skills for socializing, such as accepting invitations and asking for help.

Student Learning Outcomes:

- Accurately describe familiar places with a richer vocabulary.
- Confidently engage in exchanges about future plans and social events.
- Navigate social interactions, such as accepting or declining invitations and making requests.

Prerequisite: LS 102, RW 202, or GE 202

Textbook: "NorthStar Listening and Speaking 1" by Frazier & Mills, Fifth Edition

Level 300 – Low Intermediate Listening/Speaking Course (LS 301 & LS 302)

Course Goals: Build upon listening and speaking abilities for practical everyday use and begin the transition to academic language.

Course Objectives:

- Refine listening comprehension skills for main ideas and details in spoken English.
- Practice producing and identifying common rhythm patterns, intonations, and sounds in English speech.
- Apply language skills in making predictions, expressing opinions, and inferring meanings in various contexts.

Student Learning Outcomes:

- Accurately make and confirm predictions about spoken content.
- Identify main ideas and supporting details in conversations and lectures.
- Use conjunctions and target structures to express opinions and conjectures clearly.

Prerequisite: LS 202, RW 302, or GE 302.

Textbook: "NorthStar Listening and Speaking 2" by Frazier & Mills, Fifth Edition.

Level 400 – Intermediate Listening/Speaking Course (LS 401 & LS 402)

Course Goals: Further enhance listening and speaking skills for deeper engagement with academic content and more complex life situations.

Course Objectives:

- Strengthen the ability to discuss, narrate, and explain using more complex language structures.
- Expand listening skills to include understanding lectures and longer discourse.
- Develop clarity and precision in spoken English through practice with intonation, stress, and rhythm.

Student Learning Outcomes:

- Demonstrate improved ability to follow and analyze extended speech on academic topics.
- Express ideas and experiences with a range of vocabulary and grammatical structures.
- Participate effectively in discussions, giving clear explanations and reasoned arguments.

Prerequisite: LS 302, RW 402, or GE 402.

Textbook: "NorthStar Listening and Speaking 3" by Frazier & Mills, Fifth Edition.





Reading/Writing (RW) Series (Lecture: 80 hours per level or two 40-hour terms)

The Reading/Writing series nurtures comprehensive literacy skills vital for academic and professional communication. Starting with basic reading comprehension and writing techniques, the series advances students through a curriculum that includes rich vocabulary, advanced grammatical understanding, and detailed writing practices, all contextualized within thematic content appropriate for each level.

Level 100 - Beginner (RW 101 & 102)

Course Goals: Develop basic reading comprehension and writing skills for everyday communication.

Course Objectives:

- Introduce students to essential reading strategies and fundamental writing structures.
- Practice recognizing topics, main ideas, and supporting details in texts.
- Begin constructing simple sentences and paragraphs.

Student Learning Outcomes:

- Identify the main idea and recall details from short readings.
- Write basic summaries and sentences, employing learned vocabulary and grammatical rules.

Prerequisite: None.

Textbook: "New Password 1" by Butler, Third Edition.

Level 200 - High Beginner (RW 201 & 202)

Course Goals: Enhance reading and writing skills for academic contexts.

Course Objectives:

- Engage in more complex reading tasks to discern main ideas and undertake text analysis.
- Cultivate paragraph writing skills, leveraging pre-writing techniques and grammar knowledge.

Student Learning Outcomes:

- Infer attitudes and opinions from a variety of reading materials.
- Craft structured paragraphs, refining vocabulary usage and grammatical precision.

Prerequisite: RW 102, LS 202, or GE 202.

Textbook: "NorthStar Reading and Writing 1" by Haugnes and Maher, Fifth Edition.



Level 500 - High Intermediate Listening/Speaking Course (LS 501 & LS 502)

Course Goals: Advance listening and speaking skills for complex academic discussions and high-level interactions.

Course Objectives:

- Develop the ability to analyze spoken information critically and infer the speaker's tone and attitude.
- Refine pronunciation and understanding of nuanced grammatical structures for clear communication.
- Enhance discussion skills, including the use of idiomatic expressions and language functions.

Student Learning Outcomes:

- Discern the main ideas and underlying purposes in academic listening contexts.
- Accurately infer tone and attitude from spoken language and organize information effectively.
- Engage in extended discussions on a range of topics, employing advanced vocabulary and correct pronunciation.

Prerequisite: LS 402, RW 502, or GE 502.

Textbook: "NorthStar Listening and Speaking 4" by Solorzano and Schmidt, Fifth Edition.

Level 600 – Advanced Listening/Speaking Course (LS 601 & LS 602)

Course Goals: Perfect listening and speaking abilities to engage with complex, abstract content and professional-level interactions.

Course Objectives:

- Master critical listening skills to identify main ideas and detailed information in diverse academic and professional settings.
- Exhibit advanced control over pronunciation, intonation, and rhythm in English speech.
- Conduct and contribute to sophisticated discussions and presentations using a wide range of linguistic resources.

Student Learning Outcomes:

- Demonstrate a high level of comprehension when listening to academic lectures and professional dialogues.
- Participate effectively in debates and presentations, using advanced grammatical structures and specialized vocabulary.
- Utilize knowledge of idiomatic language and analogies to enhance communication clarity and effectiveness.

Prerequisite: LS 502, RW 602, or GE 602.

Textbook: "NorthStar Listening and Speaking 5" by Solorzano and Schmidt, Fourth Edition.

Level 300 - Low Intermediate (RW 301 & 302)

Course Goals: Build broader reading and writing abilities to establish a foundation for academic achievement.

Course Objectives:

- Enhance text analysis strategies and deepen understanding of vocabulary and grammar.
- Write concise paragraphs with a focus on clear structure and coherence.

Student Learning Outcomes:

- Accurately pinpoint the main idea and extract specific information from texts.
- Revise and edit writing to ensure precision in vocabulary and grammar usage.

Prerequisite: RW 202, LS 302, or GE 302.

Textbook: "NorthStar Reading and Writing 2" by Haugnes and Maher, Fifth Edition.



Level 400 - Intermediate (RW 401 & 402)

Course Goals: Advance reading analysis and writing abilities for cohesive text production.

Course Objectives:

- Apply comprehensive reading skills to corroborate main ideas with textual evidence.
- Improve essay writing skills by integrating complex grammar and diverse vocabulary.

Student Learning Outcomes:

- Selectively gather information that substantiates main ideas and discern authors' intentions.
- Compose concise essays, utilizing various rhetorical patterns and paragraph structures effectively.

Prerequisite: RW 302, LS 402, or GE 402.

Textbook: "NorthStar Reading and Writing 3" by Barton and Dupaquier Sardinas, Fifth Edition.



Level 500 - High Intermediate (RW 501 & 502)

Course Goals: Deepen comprehension of academic texts and enhance essay writing proficiency.

Course Objectives:

- Analyze intricate texts and utilize context for vocabulary development.
- Write essays that are academically oriented, incorporating advanced writing techniques.

Student Learning Outcomes:

- Interpret main ideas and subtle cues within academic readings.
- Produce cohesive, well-structured essays with a focus on organizational prowess and stylistic maturity.

Prerequisite: RW 402, LS 502, or GE 502.

Textbook: "NorthStar Reading and Writing 4" by English and English, Fifth Edition.

Level 600 - Advanced (RW 601 & 602)

Course Goals: Achieve mastery in reading and writing for complex academic and professional settings.

Course Objectives:

- Analyze and deduce information from sophisticated textual material.
- Construct detailed, research-oriented essays and reports demonstrating high linguistic aptitude.

Student Learning Outcomes:

- Critically evaluate texts for main ideas, detailed support, and use of rhetorical techniques.
- Write comprehensive essays showcasing an advanced command of language and stylistic nuances.

Prerequisite: RW 502, LS 602, or GE 602.

Textbook: "NorthStar Reading and Writing 5" by Miller and Cohen, Fourth Edition.



TOEFL Prep Courses

Our TOEFL Prep Courses are meticulously designed to prepare students for the TOEFL iBT, a critical step for non-native English speakers seeking admission to English-speaking universities. Split into two specialized series, Listening/Speaking and Reading/Writing, each course targets distinct skill areas for comprehensive test preparation.

TOEFL Listening/Speaking (TFLS) Courses (Lecture: 128 hours or four 32-hour terms)

The TFLS series equips students with the necessary skills to excel in the listening and speaking sections of the TOEFL iBT. Through rigorous training and task-based activities, students refine their auditory processing, note-taking, and spoken English, ensuring they are well-prepared for the types of questions and tasks they will encounter on the exam.

Level 700 - TOEFL Prep Listening/Speaking (TFLS 701, 702, 703, & 704)

Course Goals: Enhance listening comprehension and speaking proficiency for the TOEFL iBT.

Course Objectives:

- Master the listening and speaking sections of the TOEFL iBT.
- Develop strategies for effective note-taking and coherent oral responses.

Student Learning Outcomes:

- Accurately interpret and respond to a variety of listening tasks on the TOEFL iBT.
- Employ advanced vocabulary and grammatical structures in spoken responses.
- Utilize note-taking strategies to summarize and organize spoken information.
- Create well-structured responses for speaking tasks with clear introductions, supporting details, and conclusions.

Prerequisite: Completion of GE 602, RW 602, or LS 602.

Textbook: "Longman Preparation Course for the TOEFL Test with Answer Key" by Phillips, Second Edition.

TOEFL Reading/Writing (TFRW) Courses (Lecture: 160 hours or four 40-hour terms)

Our TFRW series focuses on the reading and writing components of the TOEFL iBT. Students engage in intensive practice to develop their reading comprehension and essay writing skills, learning to analyze texts and articulate their thoughts in a structured and academic manner. The course also emphasizes vocabulary enhancement and advanced grammar to navigate the exam successfully.

Level 700 - TOEFL Prep Reading/Writing (TFRW 701, 702, 703, & 704)

Course Goals: Attain proficiency in reading comprehension and essay writing for the TOEFL iBT.

Course Objectives:

- Analyze complex reading materials for main ideas, supporting details, and rhetorical strategies.
- Construct well-organized written responses that meet TOEFL iBT criteria.

Student Learning Outcomes:

- Comprehend and critically evaluate reading passages, identifying major supporting ideas and inferring authors' intentions.
- Produce comprehensive essays, organizing content cohesively with advanced command over language and stylistic nuances.
- Apply revision and editing techniques to written responses, enhancing content, organization, and language accuracy.
- Synthesize information from reading and listening materials to construct integrated written responses.

Prerequisite: Completion of GE 602, RW 602, or LS 602.

Textbook: "Longman Preparation Course for the TOEFL Test with Answer Key" by Phillips, Second Edition.

Online Elective Courses

Our Online Elective Courses offer a versatile range of specialized language programs that can be taken independently, whether or not you are enrolled in our core Academic English curriculum. These courses are designed not only to supplement and reinforce the linguistic and analytical skills developed in our Academic courses but also to cater to students seeking focused language proficiency in specific contexts. Whether your interest lies in mastering everyday communication or in navigating the specialized demands of the business world, our elective courses are structured to meet diverse needs and interests. This flexibility ensures that all students, regardless of their current engagement with our core curriculum, can tailor their learning experience to align with their personal and professional goals. As we continue to expand our curriculum, students can anticipate an even broader array of course offerings in the future.

Our online courses are structured with set schedules, mirroring the rigor and discipline of traditional in-person classes. Conducted through Zoom, these live sessions offer a dynamic and interactive learning environment. Students are expected to attend classes at designated times, engage in real-time discussions, and benefit from immediate feedback from their instructors. This structured approach ensures a consistent and disciplined progression in language learning, mirroring the experience of a physical classroom.

It is important for F-1 students to note that while they are welcome to enroll in our online courses, these courses do not count towards the Student and Exchange Visitor Program (SEVP) mandated minimum of 18 hours of instruction per week. To fulfill this requirement, F-1 students must engage in on-site courses at Poly Languages Institute. This guideline is crucial for maintaining the validity of the F-1 visa status and ensuring compliance with SEVP regulations.

General English (GE) Courses (Lecture: 64 hours per level or two 32-hour terms)

General English courses are focused on practical communication, helping students become confident English speakers in various social, travel, and professional contexts. Each course level, from foundational Level 100 to advanced Level 600, emphasizes conversational skills and cultural fluency, encouraging students to apply their English in real-life situations. The curriculum fosters comprehensive language development, balancing all language skills with a particular emphasis on fluency and everyday communication.

Level 100 - General English Beginner (GE 101 & 102)

Course Goals: Develop essential listening, speaking, reading, and writing skills for basic everyday communication.

Course Objectives:

- Practice and apply comprehension skills in listening and reading.
- Utilize basic vocabulary and grammar in various communicative tasks.

Student Learning Outcomes:

- Conduct basic introductions and exchange personal information.

- Understand and describe daily routines, clothing, personal preferences, and time-related questions.
- Engage in simple conversations about past events and future plans.

Prerequisite: None.

Textbook: "Top Notch Fundamentals" (3rd Edition) by Joan Saslow and Allen Ascher.

Level 200 - General English High-Beginner (GE 201 & 202)

Course Goals: Enhance essential language skills for more complex everyday communication.

Course Objectives:

- Develop the ability to engage in conversations about various everyday topics.
- Expand vocabulary and grammar knowledge related to social interactions and daily life.

Student Learning Outcomes:

- Discuss personal and family life, make recommendations, express sympathy, and plan activities.
- Navigate social situations like accepting invitations, dining out, and discussing vacations.

Prerequisite: GE 102, LS 102, or RW 102.

Textbook: "Top Notch 1" (3rd Edition) by Joan Saslow and Allen Ascher.

Level 300 - General English Low-Intermediate (GE 301 & 302)

Course Goals: Broaden communicative language skills for a variety of social contexts.

Course Objectives:

- Strengthen conversational abilities for more nuanced interactions.
- Integrate intermediate grammar and vocabulary into everyday communication.

Student Learning Outcomes:

- Engage in discussions about movies, travel, shopping, and personal interests.
- Manage everyday scenarios like hotel check-ins, salon appointments, and troubleshooting problems.

Prerequisite: GE 202, LS 202, or RW 202.

Textbook: "Top Notch 2" (3rd Edition) by Joan Saslow and Allen Ascher.

Level 400 - General English Intermediate (GE 401 & 402)

Course Goals: Further develop language skills for intermediate-level personal and social communication.

Course Objectives:

- Cultivate the ability to discuss a range of topics, including health, lifestyle, and current events.
- Refine language usage for expressing opinions, making appointments, and handling service interactions.

Student Learning Outcomes:

- Participate in small talk, discuss schedules, recommend books, and describe technology.
- Navigate complex conversations about culture, travel, and risks.

Prerequisite: GE 302, LS 302, or RW 302.

Textbook: "Top Notch 3" (3rd Edition) by Joan Saslow and Allen Ascher.

Level 500 - General English High-Intermediate (GE 501 & 502)

Course Goals: Enhance fluency in English for high-intermediate communicative tasks.

Course Objectives:

- Discuss world issues, personal beliefs, and societal trends from an informed perspective.
- Apply advanced language structures in persuasive communication and problem-solving.

Student Learning Outcomes:

- Analyze and articulate thoughts on complex topics like the arts, finance, and social issues.
- Engage in culturally sensitive discussions and provide reasoned advice.

Prerequisite: GE 402, LS 402, or RW 402.

Textbook: "Summit 1" (3rd Edition) by Joan Saslow and Allen Ascher.

Level 600 – General English Advanced (GE 601 & 602)

Course Goals: Master advanced English communication skills for professional and academic environments.

Course Objectives:

- Discuss career goals, personal achievements, and global concerns with sophistication.
- Evaluate and discuss complex concepts, using advanced language and critical thinking skills.

Student Learning Outcomes:

- Debate and present on a variety of advanced topics, demonstrating high-level linguistic competence.
- Navigate complex social scenarios, articulating ideas with cultural awareness and clarity.

Prerequisite: GE 502, LS 502, or RW 502.

Textbook: "Summit 2" (3rd Edition) by Joan Saslow and Allen Ascher.



Business English (BE) Courses (Lecture: 128 hours per level or four 32-hour terms)

Tailored for individuals aiming to integrate English into their professional lives, the Business English program is ideal for students at the high-intermediate level and above, including business professionals looking to enhance their career prospects. Starting at Level 500 and progressing through Level 600, the program combines language learning with business acumen, focusing on the English skills needed to navigate a corporate environment successfully. These courses emphasize the practical application of English in business settings and prepare students to communicate confidently in the global market.

Level 500 - Business English High-Intermediate (BE 501, 502, 503 & 504)

Course Goals: Develop the language proficiency and business acumen necessary for effective communication in various business contexts at a high-intermediate level.

Course Objectives:

- Engage with business concepts and terminology presented through the lens of real-world scenarios.
- Cultivate advanced communication skills for business problem-solving and negotiation.

Student Learning Outcomes:

- Apply critical thinking to analyze business case studies and current market trends.
- Demonstrate the ability to conduct negotiations, presentations, and discussions with a focus on business-related content.

Prerequisite: GE 402, LS 402, or RW 402.

Textbook: "Market Leader 3rd Edition Extra Upper Intermediate."

Level 600 - Business English Advanced (BE 601, 602, 603 & 604)

Course Goals: Achieve a high level of English proficiency combined with a deep understanding of business concepts to excel in professional settings and advanced business discussions.

Course Objectives:

- Analyze complex business texts and contribute to discussions on global business issues.
- Develop the language skills needed to articulate and defend positions on business strategies and management philosophies.

Student Learning Outcomes:

- Formulate and deliver well-structured, persuasive arguments on advanced business topics.
- Navigate advanced business scenarios, utilizing effective communication strategies and exhibiting cultural intelligence.

Prerequisite: GE 502, LS 502, RW 502, or BE 504.

Textbook: "Market Leader 3rd Edition Extra, Advanced."





School Policies and Procedures

Welcome to POLY Languages Institute. In this section, we outline the foundational guidelines and policies that are essential for maintaining a productive, respectful, and legally compliant educational environment. These policies form the basis of our mutual understanding with students and are integral to ensuring a successful academic experience.

- **General Terms & Conditions:** This subsection provides the core terms and conditions that apply to all students, covering key aspects such as class attendance, registration policies, and handling of extenuating circumstances.
- **F-1 Student Guidelines:** Special guidelines for F-1 visa students, outlining the specific requirements and procedures to maintain visa compliance and support their unique needs as international students.
- **Refund Policy:** Detailed information on the conditions under which students may be eligible for tuition refunds, including the process for requesting a refund and the specific scenarios that warrant such refunds.
- **Bureau for Private Postsecondary Education:** As part of our commitment to compliance and transparency, we adhere to the regulations and guidelines set by the Bureau for Private Postsecondary Education (BPPE). The following information is provided in accordance with BPPE requirements and is essential for all prospective and current students.
- **Standards of Conduct:** A comprehensive list of expected behaviors and prohibited activities, ensuring a safe and conducive learning atmosphere. This section clarifies the behavioral standards required of all students to foster a positive educational environment.

Each of these sections is designed to provide clarity and guidance on different aspects of your journey at POLY Languages Institute. We encourage all students to familiarize themselves with these policies to fully understand their rights, responsibilities, and the academic standards upheld at our institution.

General Terms & Conditions

At POLY Languages Institute, we uphold specific standards of conduct and a set of policies and procedures designed to safeguard the welfare and safety of both our students and employees. Adherence to these guidelines is expected from all students to ensure a harmonious and secure educational environment.

Class Time Missed

We operate on a term-by-term billing system. Students will not receive credits or refunds for classes missed due to late registration or absences. Additionally, there are no credits or refunds for classes not held on public holidays.

Registration Not Guaranteed

Enrollment in classes at POLY Languages Institute is contingent upon class capacity limits and minimum class size requirements. Consequently, we cannot guarantee registration for any student. For F-1 students, it is imperative to understand that, regardless of any circumstances, they are obligated to maintain full-time status. Therefore, F-1 students are strongly advised to register as early as possible to ensure their enrollment, since registration is allocated on a first-come, first-served basis.

Absences Due to Extenuating Circumstances

Absences are recorded as absence regardless of the reason. However, if a student presents an official doctor's note, especially in situations where the absences could lead to termination due to poor attendance, we will consider these circumstances in our evaluation.

Force Majeure

POLY Languages Institute is not liable for failing to fulfill services or obligations, including the issuance of refunds, in cases of extraordinary events beyond our control, such as natural disasters, government actions, wars, labor disputes, and pandemics. These circumstances can significantly affect our operational capabilities and financial responsibilities.

Unclaimed Balance

Any financial balance left unclaimed by a student after 180 days from their last date of attendance, or from the scheduled start date in cases of non-attendance, will be retained by the school.

F-1 Student Guidelines

At POLY Languages Institute, F-1 international students must adhere to the following regulations, in addition to the school's general policies and procedures, to maintain their F-1 status:

General Requirements

As an F-1 student, there are several key requirements you need to fulfill to maintain your status. These requirements address common issues and concerns essential for staying in compliance with F-1 student regulations:

New Initial Students: As a new initial student, you are required to report to the school upon your arrival in the United States. Your tuition must be paid in full by this time, in accordance with the payment schedules outlined in the 'Tuition' section. This requirement ensures that the full amount invoiced for your designated program and study period, as specified on your application form, is settled prior to the commencement of your studies.

- **Enrollment:** It's mandatory to enroll as a full-time student, which means attending at least 18 hours of instruction per week, by the first day of each term.

- **Notification of Changes:** Should there be any changes in your home address, contact information, sources of financial support, immigration status, or dependent status, you must notify the school within 10 days. Additionally, ensure that any documents required for regulatory compliance are submitted within this same timeframe.
- **Employment:** Engaging in unauthorized employment is strictly prohibited and can jeopardize your F-1 status.
- **Maintaining Valid Form I-20:** Keeping your Form I-20 valid is crucial for your continued studies in the U.S. If you plan to extend your studies beyond the current Form I-20 expiration date, you must register and sign an enrollment agreement for the necessary period. You should also request an I-20 extension at least 10 days, but no more than 30 days, prior to its expiration. Exceptions for requesting an extension earlier than 30 days may be considered under certain circumstances, such as the need for international travel.

Leave of Absence

F-1 students seeking a leave of absence or a reduced course load must complete the 'My SEVIS Record Update' form and obtain approval from POLY Languages Institute. To ensure compliance with SEVIS requirements, this form should be submitted at least 7 days in advance of the term for which enrollment waiver is requested. This process is designed for legitimate reasons and should not be exploited to extend transfer periods or stays in the U.S. unnecessarily. The conditions for obtaining leave approval are:

- **Annual Vacation:** Eligible for up to 60 days (2 terms) of vacation after successfully completing 6 consecutive full-time terms, this period is essential for rest and recovery.
- **Temporary Absence from the U.S.:** If your absence from the U.S. exceeds 6 class days, relief from the registration requirement may be granted. The extent of your absence is determined by the dates on your plane tickets, verified through Form I-94.
- **Medical Leave:** For medical leaves, an official letter from a licensed physician is required. The duration of medical leave is limited to a maximum of 3 terms throughout your studies at POLY Languages Institute, ensuring that your health needs are met while maintaining your academic trajectory.

Traveling Outside the U.S.

Continuing students with a multiple-entry F-1 visa are permitted to re-enter the U.S. if they have a current, DSO-signed Form I-20, a valid visa and passport, and return to resume studies within 4 terms.

Exiting the School

To maintain compliance with SEVIS regulations and avoid termination for failing to meet enrollment requirements, students intending to leave POLY Languages Institute must submit the 'My SEVIS Record Update' form at least 7 days before the term in which they are required to register. This step is particularly crucial for those planning to transfer to another institution, as delays or missteps can lead to a terminated SEVIS record. We strongly encourage seeking guidance from a student advisor well in advance to ensure a smooth transition and adherence to immigration policies.

Refund Policy

Students seeking a refund must complete the Refund Request Form. Upon receipt, refunds are processed and issued by check within 30 calendar days. Students have the option to collect the check in person or request mail delivery, for which a mailing fee applies. We ensure secure delivery through a courier service with a tracking system. Refund checks are made payable to the entity or individual from whom the original funds were received. In cases where enrollment was facilitated by an educational counselor or agency, the refund will be issued to them, unless there is a specific instruction to issue the refund directly to the student.

Basis for Refund

Refunds are determined based on the tuition received by the school, less any applicable fees. Any discounts or promotions are nullified upon withdrawal and are not factored into the refund calculation. The refundable tuition amount is based on the standard published price. Additionally, a service fee of 5% is deducted from the total amount paid via credit/debit card. For students who enrolled through an agency, a recruiting fee, equating to 35% of the tuition for the prepaid period, is also deducted from the refund.

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 withdrawals after the cancellation period, tuition refunds are prorated weekly, less the cancellation fee of \$150. No refund is available for withdrawals after 3 weeks of instruction, which is more than 75% of the instruction period.

F-1 Student Enrollment Requirement

F-1 students must adhere to specific enrollment obligations. You are required to enroll for at least two terms (8 weeks) or for the duration specified in your Enrollment Agreements, whichever is longer. Failing to meet this requirement results in an early withdrawal fee of \$880. Exceptions may be granted for students who complete their studies, which includes successfully finishing the most advanced ESL level, Level 600 (8 weeks), or the TOEFL Prep course (16 weeks). Please note that your SEVIS record will be recorded as "Authorized Early Withdrawal" if you discontinue your studies to leave the country, or as "Unauthorized Withdrawal" for discontinuation due to other reasons.



Bureau for Private Postsecondary Education

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Poly Languages Institute does not offer any program designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in California.

Poly Languages Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Schedule of Total Charges for a Period of Attendance AND an Estimated Schedule of Total Charges for the Entire Educational Program

The total charges and duration of studies will vary based on a student's English proficiency and learning objectives. All tuition charges including textbooks and miscellaneous fees can be found in page 5 of this catalog under Tuition and Fees.

Student Tuition Recovery Fund Disclosures

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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 \$2.50 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.



Standards of Conduct

At POLY, we value an efficient, effective, and harmonious learning environment. As a student, you are expected to adhere to certain behavioral standards. These rules are in place not to limit your rights, but to ensure a conducive learning atmosphere. Should you have questions about any safety rule or unacceptable activity, consult your student advisor. Violations may lead to suspension or termination from the school.

The List of Unacceptable Activities

1. Disrupting classes or not following course-related instructions.
2. Indifference, disrespect, or rudeness towards students or staff.
3. Using languages other than English during class.
4. Failing to bring required class materials.
5. Using communication devices during class.
6. Cheating on exams or unauthorized possession of exams.
7. Violating safety rules or endangering others.
8. Being under the influence of controlled substances or alcohol on campus (except prescribed medications that don't impair performance).
9. Unauthorized possession of firearms, weapons, or explosives.
10. Criminal conduct, violence, threats, or property damage.
11. Threatening, intimidating, or coercing students or staff.
12. Engaging in sabotage or damaging school property.
13. Theft or unauthorized use of school property.
14. Immoral conduct or indecency.
15. Conducting lotteries or gambling.
16. Unauthorized use of school facilities and resources.
17. Smoking in restricted areas.
18. Eating or drinking in classrooms or contributing to unclean conditions.
19. Tampering with school notices without permission.
20. Unauthorized soliciting, selling, or collecting funds.
21. Bringing pets to school.
22. Accessing inappropriate content on school computers.
23. Downloading harmful files or altering school computer systems.
24. Obscene or abusive language and any form of harassment.
25. Violating any additional school policies as amended.



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 1747 N Market Blvd Ste. 225, Sacramento CA 95834. Website: www.bppe.ca.gov; Tel: (916) 574-8900 or (888) 370-7589; Fax: (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 Website, www.bppe.ca.gov.



Why Choose Poly Languages Institute?

1. **A Legacy of Language Excellence:** At POLY, we're not just teaching English; we're crafting linguists. For over 50 years, we've empowered tens of thousands of students from around the globe with the gift of English as a Second Language (ESL). Our history speaks volumes about our commitment and expertise.
2. **Personalized Attention in Small Classes:** At POLY, we prioritize quality over quantity in our teaching approach. Our classes are intentionally capped at just 15 students per teacher. This ensures a student-centered learning environment where individual needs and progress are the focus. In classes where more students are enrolled, we assign additional teachers to maintain the same level of personalized attention. This structure fosters an atmosphere where every student has ample opportunity to speak, engage, and receive the guidance they need to excel.
3. **Catering to Every Learning Stage:** With 7 distinct English proficiency levels, including 6 ESL levels and a dedicated TOEFL Preparation course, our curriculum is designed to meet you wherever you are on your language journey. From beginner to advanced, there's a place for every learner at POLY.
4. **Quality Education at an Affordable Price:** We believe that excellent education shouldn't break the bank. Our tuition fees are structured to be reasonable, ensuring that high-quality ESL programs are accessible to all. At POLY, a premium education is within your reach.
5. **Smooth College Transition:** Our commitment to your future doesn't end with language proficiency. Through articulation agreements with numerous colleges, we provide a seamless pathway from our ESL program to higher education. Our dedicated team assists in making your transition to college or university as smooth as possible.
6. **Poly Assurance Program:** Choose POLY for a guaranteed pathway to English proficiency. Our unique Poly Assurance Program ensures that your hard work translates into real-world success. With our commitment, students meeting our criteria can confidently progress to higher education, backed by our promise of support, including free course retakes if needed. Your success is our mission.



Poly Assurance Program

Embark on an enriching journey at Poly, where mastering English is more than just learning; it's a gateway to a world brimming with opportunities. Our Poly Assurance Program is meticulously designed to transform your dedication into tangible academic success.

Upon successfully completing our advanced courses - RW 601 & 602 and LS 601 & 602 - with a grade of 'B' or better, we confidently guarantee your English proficiency for higher education. This means you'll be well-equipped for acceptance into most community colleges and career schools.

Should you face challenges in being accepted to your college of choice due to English proficiency, or if you feel the need for further language enhancement, Poly extends a supportive hand. You are eligible to retake the advanced courses at no additional cost, provided you've met these key criteria: maintaining at least 85% attendance in these courses, having studied with us for a minimum of six 4-week terms, and enrolling for the retake within 60 days from the completion of your initial advanced courses.

This is our promise to you: 8 weeks of quality education, absolutely free. Choosing Poly Languages Institute is choosing a commitment to excellence. With our Assurance Program, we ensure that your journey in English mastery is fruitful and fulfilling.



Study English in the Heart of Southern California!

Discover the vibrant culture and sun-kissed lifestyle of Southern California at POLY Centers! Nestled in one of the world's most famous regions, our schools offer an unparalleled opportunity to immerse yourself in a rich tapestry of experiences. Southern California is not just a place; it's a celebration of life. Here, iconic attractions like Disneyland, the glamour of Hollywood, the magic of Universal Studios, and the artistic haven of the Los Angeles County Museum of Art (LACMA) await your exploration.

But that's just the beginning. Southern California's allure extends to its magnificent warm weather, perfect for any outdoor enthusiast. Imagine studying English while being minutes away from the majestic Pacific coastline, where golden beaches stretch far and wide, attracting tourists and locals alike. Whether you're surfing in the ocean, lounging on the sand, or exploring the dynamic urban landscapes, every day is an adventure.

At POLY, you're not just learning a language; you're embracing a lifestyle that combines educational excellence with the exhilarating charm of Southern California. Join us, and let your language learning journey be as exciting as the region you'll call home.

**INVEST IN YOURSELF.
ENROLL NOW!**



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