

# POLY Languages Institute

## Application for Admission 2024



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### ADMISSION POLICIES AND PROCEDURES

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

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

For a student wishing to attend the school as an F-1 student, the Documentary Evidence of Financial Support (DEFS) is required - showing ability to pay for education and living expenses of the student and the living expenses of his/her spouse and children, if any, traveling with F-2 visas (dependents of student). For each term, the estimated Total Expense (TE) is \$2500 (sum of tuition, books, and living expense) for the student and \$1000 (living expenses) per dependent.

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

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

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

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

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

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

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### APPLICATION FOR ADMISSION CHECKLIST

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

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### SEND COMPLETED APPLICATION AND CORRESPONDING DOCUMENTS TO:

**POLY Languages Institute at Irvine**  
18818 Teller Ave., Suite 160, Irvine, CA 92612  
Tel: 949.474.7646  
Email: [info@polylanguages.edu](mailto:info@polylanguages.edu)

**POLY Languages Institute at Los Angeles**  
5757 Wilshire Blvd., Suite 510, Los Angeles, CA 90036  
Tel: 323.933.9399  
Email: [info@polylanguages.edu](mailto:info@polylanguages.edu)

## PERSONAL INFORMATION

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

Birth Date (MM/DD/YYYY): \_\_\_\_\_ Country of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Gender:  Male  Female Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

\_\_\_\_\_  
Street City State Zip Code

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

\_\_\_\_\_  
Address City Province/Territory Postal Code Country

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

\_\_\_\_\_  
Address City Province/Territory Postal Code Country

## LOCATION

Which location?  POLY Languages Institute at Irvine  POLY Languages Institute at Los Angeles

## PROGRAM

Which program?  Intensive Plus (26 hours/week)  Intensive (18 hours/week)  Part-time (8 hours/week)

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

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

- Term 1, Jan 8 - Feb 1  Term 2, Feb 5 - Feb 29  Term 3, Mar 5 - Apr 1  Term 4, Apr 4 - May 1  
 Term 5, May 6 - May 30  Term 6, Jun 3 - Jun 27  Term 7, Jul 1 - Jul 25  Term 8, Jul 29 - Aug 22  
 Term 9, Aug 28 - Sep 24  Term 10, Sep 26 - Oct 23  Term 11, Oct 28 - Nov 21  Term 12, Nov 26 - Dec 23

## FOR F-1 VISA STUDENT

Do you need a Form I-20?  Yes  No

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

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

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

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

**ACCOMMODATION ARRANGEMENT SERVICE**

Would you like POLY Languages Institute to arrange your housing?  Yes  No

If 'Yes,' please indicate your preference below and complete the additional information.

- With Meals (Breakfast & dinner), \$1,500/month
- Without Meals (Access to Kitchen only), \$1,200/month

\*The monthly rental rates provided are only estimates. Actual rental rates and payment policies will vary depending on a host family.

Expected Stay (MM/DD/YYYY): From: \_\_\_\_\_ To: \_\_\_\_\_

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

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

**For Office Use Only**

STUDENT STATUS

F1 Ini       Other

F1 Ini COS

F1 Trf

F1 Only: Before Issuing I-20

Req Docs for App

All: Before Enrollment

SPFS & EA

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

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

Name of Agent	Agency	Email Address	Telephone
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**MAKING PAYMENT**

**Application Fee (Select One)**

- F-1 Students..... \$150
- All Other Students ..... \$75

**Acceptance Packet (Select One)**

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

**Total Due with the Application:** \_\_\_\_\_

**Payment Method (Select One)**

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

**ACKNOWLEDGEMENT AND AGREEMENT**

By signing below, I confirm that I have reviewed Poly's digital School Catalog and agree to all its terms and conditions. If enrolling as an F-1 student at Poly, I understand my obligation to undertake a minimum of 18 hours of instruction per week, and I acknowledge that online classes cannot be used to meet this minimum requirement. If I choose to include any online hours in the required minimum of 18 hours, these classes must be attended at the school site under supervision, in compliance with F-1 status regulations. I accept full responsibility for all expenses incurred during my enrollment and for my conduct during any excursions or other activities associated with Poly. I am aware of and accept the risks involved and hereby release Poly from any liability for harm or injury I may sustain during these activities.

Signature of Student	Date (MM/DD/YYYY)	Signature of Parent/Guardian (If Under 18)	Date (MM/DD/YYYY)
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## 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.

## 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.

### Basis for Refund

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.

Additionally, there is a Credit/Debit Card Service fee of 5% on the total money paid by credit/debit cards. The fee will be deducted against the refund amount due.

### Student's Right to Cancel

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

### Withdrawal

For courses withdrawn after the period allowed for cancellation, the tuition refund will be prorated on a weekly basis less the cancellation fee of \$150. There is no refund if withdrawn after 3 weeks (more than the 75% of instruction).

### 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.