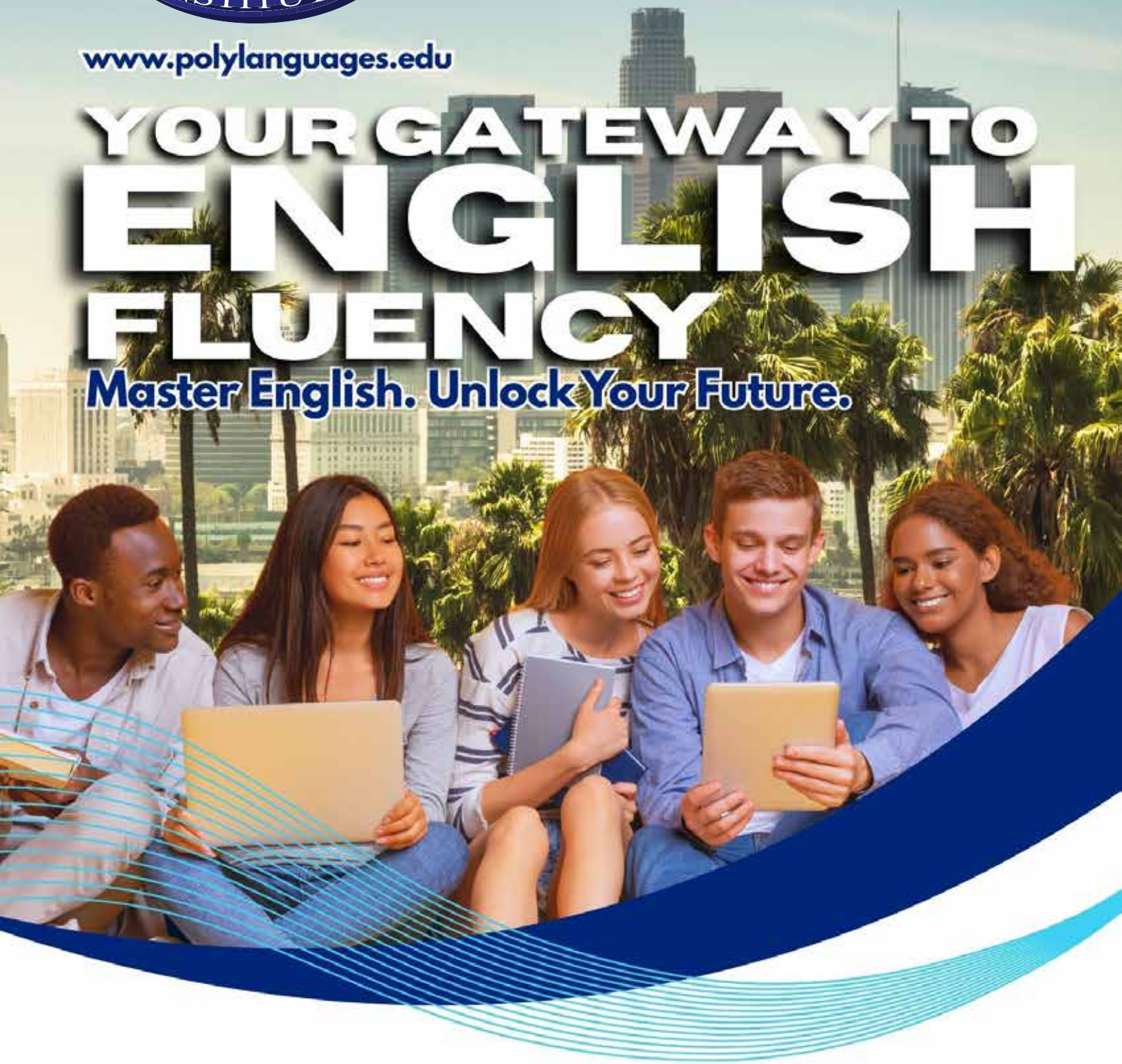
LANGUAGES POLY INSTITUTE
SINCE 1970

Catalog | 2027

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YOUR GATEWAY TO ENGLISH FLUENCY

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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 trusted provider of English language education for adults in California. For over five decades, we have supported tens of thousands of students from around the world in achieving their English proficiency goals for academic, professional, and personal advancement. Our longstanding commitment to quality education and student-centered service has established POLY as a reputable ESL institution.

Our Commitment to Quality

POLY's reputation as a respected ESL school is grounded in our dedication to high academic standards, instructional excellence, and ongoing improvement. We strive to stay responsive to the evolving needs of English language learners through innovation and thoughtful support.

Accreditations and Authorizations

- **CEA**: Accredited by the Commission on English Language Program Accreditation, recognized by the U.S. Secretary of Education.
- **BPPE**: Licensed to operate by the California Bureau for Private Postsecondary Education.
- **SEVP**: Certified by the Student and Exchange Visitor Program to enroll nonimmigrant F-1 students.

Diversity and Community at POLY

Diversity is at the heart of the POLY experience. We take pride in fostering an inclusive, multicultural learning environment where every student feels welcomed and supported. Our global alumni network and strong community connections reflect our belief in education as a bridge to opportunity and mutual understanding.

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Admissions

General Admission Requirements

POLY Languages Institute welcomes students who are serious about improving their English proficiency and achieving personal, academic, or professional goals. We primarily admit adult learners aged 18 and older. Applicants under 18 must have completed high school. While prior English study is recommended, it is not required.

Application Process

To apply, submit a completed application form along with a valid photo ID and the required application fee. Applications may be submitted 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 Requirements

F-1 applicants must submit financial documentation — also referred to as Documentary Evidence of Financial Support (DEFS) — to show the ability to cover educational and living expenses, including for any dependents. Estimated Total Expenses (TE) per 4-week term are $3,000 for the student and $1,000 per dependent.

- **Initial or Change of Status Applicants**: DEFS must show funds for at least **6 terms** of estimated expenses.
- **Transfer Applicants**: DEFS must show funds for at least 2 terms and must include two or more recent bank statements and a letter explaining the source of funds.

Acceptable Financial Documentation

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

Visa-Specific Instructions

- Initial Applicants (outside the U.S.): Pay the SEVIS I-901 fee and complete the DS-160 visa application. After submitting the DS-160, continue online to schedule your visa interview and pay the visa application fee. Bring the I-20, SEVIS fee receipt, valid passport (valid for at least six months), and other required documents to your U.S. consulate appointment.
- Change of Status Applicants (within the U.S.): After receiving the Form I-20, pay the SEVIS I-901 fee and file Form I-539 with USCIS.
- Transfer Students (already in F-1 status): Our staff will work directly with your current school to coordinate the release of your SEVIS record. Once the release is confirmed, we will issue a new Form I-20.

Who Should Apply

POLY Languages Institute is best suited for learners who are serious about achieving measurable progress in English. Our programs are designed for students who value structure, challenge, and community.

- **Adult learners** aged 18 or older (or younger applicants with a high school diploma)
- Motivated students with prior English study (recommended, but not required)
- Goal-driven individuals seeking personal, academic, or professional advancement
- Learners who **thrive** in a rigorous, supportive environment

We welcome students who are ready to invest in their growth and join a community committed to academic excellence.

Tuition and Fees

Application Fee

A non-refundable processing fee is required with each application:

- $150 for F-1 students
- $75 for non-F-1 students

Mailing and Handling Fee

A non-refundable mailing fee applies: $120 for international delivery and $65 for domestic delivery. Additional surcharges may apply if actual shipping costs exceed the amount charged.

Rebooking Fee

A $40 non-refundable fee is required to change the program start date after a Form I-20 has been issued.

- The new start date must be within 6 months of the original.
- The request must be made within 60 days of the original program start date.

Tuition

Tuition is based on the program type and the total number of instructional hours. For long-term discount rates, please refer to the appropriate tuition tables. These discounts are available to students who pay in full upfront and commit to extended periods of study.

ESL Program Types

POLY Languages Institute offers three ESL program options designed to support consistent and progressive language development:

- Intensive Plus Program
- Intensive Program
- Part-Time Program (Not available for F-1 students)

Program Tracks

POLY Languages Institute offers five instructional tracks. Please refer to the Course Descriptions section for details on each course:

- General English Listening & Speaking: Levels 100 - 600
- General English Reading & Writing: Levels 100 – 600
- General English Integrated Skills: Levels 100 - 600
- TOEFL Listening & Speaking: Level 600/700
- TOEFL Reading & Writing: Level 600/700

Tuition by Course

The standard published tuition rates below are based on a 4-week term and are used for refund calculations. Each instructional hour includes 50 minutes of instruction and a 10-minute break.

Course	Instruction	Cost
General English (Listening/Speaking)	32 hours	$420
General English (Reading/Writing)	40 hours	$510
General English Integrated	32 hours	$280
TOEFL Prep (Listening/Speaking)	32 hours	$420
TOEFL Prep (Reading/Writing)	40 hours	$510

Tuition by Program

Each program offers a discounted tuition rate for students who pay the full amount upfront. See sample schedules for typical course combinations.

Intensive Plus Program

26 instructional hours/week (3 courses)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	$1,210	$0	$1,210
8	$2,420	$121	$2,299
12	$3,630	$182	$3,449
16	$4,840	$290	$4,550
20	$6,050	$424	$5,627
24	$7,260	$508	$6,752
28	$8,470	$678	$7,792
32	$9,680	$871	$8,809
36	$10,890	$980	$9,910
40	$12,100	$1,210	$10,890
44	$13,310	$1,464	$11,846
48	$14,520	$1,597	$12,923

Sample Schedule

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

Intensive Program

18 instructional hours/week (2 courses)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	$930	$0	$930
8	$1,860	$93	$1,767
12	$2,790	$140	$2,650
16	$3,720	$223	$3,497
20	$4,650	$279	$4,371
24	$5,580	$391	$5,189
28	$6,510	$456	$6,054
32	$7,440	$595	$6,845
36	$8,370	$670	$7,700
40	$9,300	$837	$8,463
44	$10,230	$921	$9,309
48	$11,160	$1,116	$10,044

Sample Schedule

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

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

8 instructional hours/week (1 course)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	$280	$0	$280
8	$560	$0	$560
12	$840	$0	$840
16	$1,120	$0	$1,120
20	$1,400	$0	$1,400
24	$1,680	$84	$1,596

Sample Schedule

ESL Course	Days	Time
GE Integrated	Mo-Th	2:30 – 4:20 pm

Tuition Payment Schedules

Tuition due dates vary based on your visa status and enrollment situation.

- All continuing students (regardless of visa status): Tuition is due prior to the start of each new term.

For **new students**, payment deadlines are as follows:

- **F-1 Visa Holders (Initial or Transfer)**: Tuition is due within 20 days before your scheduled start date, or at the time of registration, whichever is later.
- **F-1 Change of Status (COS) Applicants:** Tuition is due before submitting your Change of Status application to USCIS.
- **F-1 Visa Applicants (Outside the U.S.)**: Tuition is due within 20 days of your scheduled start date or within 3 business days of receiving your visa approval, whichever comes later.
- **New Non-F-1 Students**: Tuition is due prior to the start of the term.

Textbooks

Textbooks are typically used for an entire level (two terms or 8 weeks). Average textbook costs by program:

- Part-Time Program: $60 per level
- Intensive Program: $120 per level
- Intensive Plus Program: $185 per level

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



Academic Calendar 2027

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 5 - Feb 1 (Term 1)

*Jan 18: Martin Luther King Jr. Day

FEBRUARY

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 3 - Mar 2 (Term 2)

*Feb 15: Presidents' Day

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 8 - Apr 1 (Term 3)

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 5 - Apr 29 (Term 4)

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 4 - May 27 (Term 5)

May 31: Memorial Day

JUNE

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jun 1 - Jun 28 (Term 6)

*Jun 18: Juneteenth (observed)

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

Jul 1 - Jul 28 (Term 7)

Jul 5: Independence Day (observed)

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				

Aug 2 - Aug 26 (Term 8)

Aug 31 – Sep 27 (Term 9)

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		

Sep 6: Labor Day

Sep 29 - Oct 26 (Term 10)

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						

*Oct 11: Columbus Day

Oct 28 - Nov 24 (Term 11)

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				

*Nov 11: Veterans Day

Nov 25: Thanksgiving Day

*Nov 26: Day After Thanksgiving

Nov 29 - Dec 23 (Term 12)

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	

Dec 24: Christmas Day (observed)

*Dec 31: New Year's Eve

Normal in-person office hours are Monday–Friday, 8:30 AM–5:30 PM. No classes are held on weekends or listed holidays. Holidays marked with * have modified in-person office hours (8:30 AM–4:00 PM) for student services. The Virtual Office remains open Monday–Friday, 8:30 AM–10:00 PM (Pacific Time), including holidays.

Student Services and Support

At Poly Languages Institute, we provide a wide range of services to support your academic success and overall experience. Our student advisors are available both in person and through our Virtual Office on Zoom, operating Monday through Friday from 8:30 a.m. to 10:00 p.m. Pacific Time.

New Student Orientation

All new students must complete orientation before their first day of class. Conducted online via Zoom, orientation includes placement testing, class registration, and essential information about POLY services and policies. Students are encouraged to complete orientation 5 to 30 days prior to their scheduled start date.

Medical Insurance

All F-1 students and their dependents must have valid medical insurance before beginning their studies. Students may use their own insurance plan or opt for our recommended provider. Support for insurance-related inquiries is available through the Virtual Office.

Housing Support

POLY offers two forms of housing support to help students secure accommodations during their studies:

Homestay Program

Students may request a referral to carefully screened host families offering a supportive, English-speaking environment.

Key Details:

- Request Deadline: At least 30 days before move-in
- Service Fee: $200 (non-refundable)
- Security Deposit: Typically $400 (refundable, subject to the Homestay Lease Agreement)
- Monthly Rent (Price Varies): $1,900 (with meals) or $1,500 (without meals)
- Move-Out: Required within 30 days of the final class date
- Location: Typically within approximately 40 minutes of campus by public transportation

Rates and availability may vary by host family. Final rates and terms are outlined in the Homestay Lease Agreement. For assistance, please contact us.

Off-Campus Housing Guidance

Students who prefer to arrange their own housing may request general guidance from our team. While we do not provide formal placement services, we can offer tips and recommendations for finding apartments or shared housing near our Irvine and Los Angeles campuses.



Computer Lab

While students are required to bring their own laptops and have internet access, POLY also provides limited access to computers in our on-site computer lab. These are primarily for academic use, including placement tests and finals.

Personal use is permitted but limited to 30 minutes when others are waiting. The computer lab is intended as a backup resource and is not a substitute for students' own devices.

School Events

We organize occasional student events that offer opportunities for cultural exploration and social interaction. Events are typically announced at least 10 days in advance. While some costs are subsidized, participation fees may apply. Event scheduling is subject to change based on availability and public health considerations.

Student Records and Documentation

POLY retains student transcripts and related academic records permanently. Students may submit written requests to release records to third parties. Grade or attendance disputes must be submitted within 30 days and will be reviewed based on available digital records and instructor input.

Students may access schedules, grades, unofficial transcripts, and payment history at any time through **MyPOLY**, our secure web portal. Login credentials are provided during orientation.

Official Documents

Students may request official transcripts, enrollment verifications, certificates, and student ID by submitting the **Document Request Form**, available on our website.

Certificates

POLY Languages Institute offers two types of non-credit certificates to recognize student achievement:

- **Certificate of Program Completion**: Available to students who successfully complete all four advanced-level courses—RW 601, RW 602, LS 601, and LS 602—with a grade of C or better in each.
- **Certificate of Course Completion**: Available to students who complete any course with a grade of C or better. The certificate lists all eligible courses completed by the student.



College or University Placements

POLY helps students transition into higher education after completing the ESL program. Completion of advanced Listening/Speaking and Reading/Writing courses (601 and 602) may qualify students to bypass standardized English tests at partner institutions. Past graduates have attended:

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

Student Concerns and Escalation

If you have a question or concern, please first seek assistance through our Virtual Office. If your concern is not resolved, you may file a formal complaint via MyPOLY or submit a written statement describing the issue, relevant dates, and involved individuals. We will respond within 10 days. Anonymous submissions are accepted if they contain sufficient detail to allow investigation.

Program Overview

Poly Languages Institute offers a structured ESL program aligned with international standards, including the Common European Framework of Reference for Languages (CEFR). The program is designed to help students develop the English language skills necessary for academic, professional, and everyday communication. Instruction is organized by level and skill area, allowing for steady progression from foundational to advanced proficiency.

Program Goals

- **Develop English Language Proficiency**: Build students' competence in listening, speaking, reading, and writing across CEFR levels.
- **Foster Readiness for Study and Work**: Enable students to function confidently in academic, workplace, and real-life contexts.
- **Cultivate Cultural Competency**: Help students understand and engage effectively across cultures.
- **Provide Specialized Pathways**: Offer focused instruction in areas such as TOEFL preparation and professional English.
- **Encourage Lifelong Language Learning**: Promote continuous improvement through structured, level-based advancement.

Program Objectives

- Strengthen students' skills across all four core language domains
- Equip students with test-taking strategies for TOEFL iBT and other exams
- Promote confident communication in general, academic, and workplace settings
- Reinforce professional English through vocabulary and scenario-based activities
- Foster self-awareness of cultural expectations in English-speaking environments
- Support progression from beginner to advanced levels through structured curricula

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.

Teaching Approach and Methods

Our curriculum is grounded in the **Communicative Language Teaching (CLT)** method, emphasizing active student participation and practical language use.

Core Methodology: CLT with PPP and ESA Frameworks

- **CLT Approach**: Learners acquire language by using it in authentic, purposeful ways
- **PPP Model**: Presentation, Practice, Production
- **ESA Model**: Engage, Study, Activate

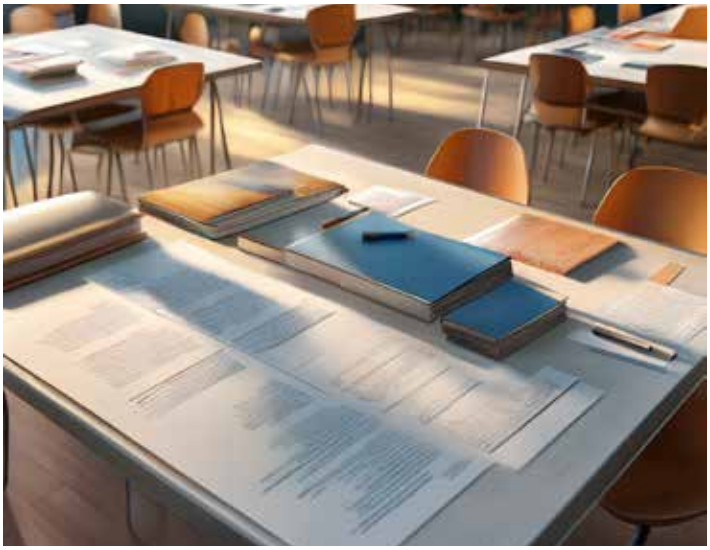
Implementation in Classrooms

- **Presentation/Engage**: Introduce target language and context
- **Practice/Study**: Guide students through structured drills and analysis
- **Production/Activate**: Apply language in real-world tasks: discussions, presentations, debates, or writing

Faculty Qualifications and Standards

To maintain instructional quality:

- Instructors must hold either a TESOL-related degree or a Bachelor's degree plus TESOL certificate
- All instructors must demonstrate native or near-native fluency
- Faculty are trained in CLT and the PPP/ESA teaching models
- Ongoing training and lesson observation ensure instructional integrity



Achievement Scale & Interpretation

POLY uses both "Level 1–6" and "Level 100–600" interchangeably across its ESL program materials because each level consists of more than one course. For example, Level 1 corresponds to Level 100 (which includes 101 and 102), Level 2 to 200 (201 and 202), and so forth. This dual numbering system appears in placement documentation, syllabi, and internal systems, but the curriculum structure and academic expectations remain consistent regardless of label.

POLY Level	Duration	CEFR	TOEIC	TOEFL iBT	IELTS
ESL Level 100 – Beginners	8 weeks	A1	N/A	N/A	≤3.0
ESL Level 200 – High Beginners	8 weeks	A1/A2	N/A	N/A	3.0–3.5
ESL Level 300 – Low Intermediate	8 weeks	B1	240	12	4.0
ESL Level 400 – Intermediate	8 weeks	B1/B2	410	22	4.5–5.0
ESL Level 500 – High Intermediate	8 weeks	B2	600	45	5.5–6.0
ESL Level 600 – Advanced	8 weeks	C1/C2	795	77	6.5–7.5
TOEFL Prep	16 weeks	C1/C2	795	77	6.5–7.5

Note: CEFR (Common European Framework of Reference) serves as the foundation for this scale. TOEFL iBT, TOEIC, and IELTS scores are approximate equivalents based on publicly available concordance tables. Students progress by meeting level outcomes through structured instruction and assessment. The TOEFL Preparation course is typically offered to students who complete Level 5 or 6.

Duration shown per level assumes successful completion in one term. Students may need to repeat levels based on individual performance.

Student Placement and Progression

Placement Test

POLY utilizes the English Proficiency Assessment Test (EPAT) to determine the appropriate placement level for new students. The EPAT consists of two sequential exams: **EPAT I** assesses students for placement between Levels 100–300, and **EPAT II** is administered to students who qualify for Level 400 or higher on EPAT I, to determine placement between Levels 400–600.

As an alternative to EPAT, standardized English proficiency test scores—such as **TOEFL iBT, TOEIC, or IELTS** taken within the past 12 months—may be accepted for placement consideration. All alternative placements are subject to administrative review to ensure accuracy and program fit.

Students may appeal their placement within the first two days of the term. They may request to move down one level without additional testing. To advance to a higher level, students must either retake the EPAT or submit a written recommendation from a current instructor, subject to final administrative approval. These guidelines ensure that student placement remains accurate, academically sound, and responsive to individual readiness.

Grading Policy

A student's final course grade is based on performance on a series of standardized quizzes and exams administered throughout the term. These assessments are designed to measure language proficiency in alignment with course objectives. To pass a course, students must achieve an overall grade of **70% or higher**, equivalent to a **"C" or better.** Withdrawals from courses are recorded as **"W"**, which do not affect the student's grade point average.

Grading Scale:

Grade	Point Value	Percent	Description
A	4.0	90–100%	Excellent
B	3.0	80–89%	Good
C	2.0	70–79%	Satisfactory
D	1.0	60–69%	Unsatisfactory
F	0.0	Below 60%	Failing
W	N/A	N/A	Withdrawal

Normal Progress Policy

To ensure steady and consistent advancement through the ESL and TOEFL programs at POLY, students are expected to make **normal progress by completing each level without repetition**. However, students are allowed to repeat a course **once** if necessary. Exceptions are granted for students in **Level 100, Level 600, and TOEFL Preparation courses**, who may repeat their course **up to two times**. Once a level is successfully completed, students may not move down to a lower level. Skipping a level is only permitted with a written recommendation from the current instructor and approval from academic administration.

Curriculum Structure and Course Overview

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 consists of **twelve four-week terms**, and each instructional hour includes **50 minutes of teaching and a 10-minute break.**

Overview of Curriculum Tracks and Levels

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

General English Courses

- General English Listening & Speaking (GELS): Levels 100–600
- General English Reading & Writing (GERW): Levels 100–600
- General English Integrated (GEIN): Levels 100–600

Test Preparation Courses

- TOEFL Listening & Speaking (TFLS): Level 600/700
- TOEFL Reading & Writing (TFRW): Level 600/700

Course Descriptions

General English Program

The General English program provides a structured, six-level curriculum—from foundational (Level 100) to advanced (Level 600)—designed to build comprehensive language proficiency. Each level is completed over two terms, totaling **eight weeks** of focused instruction.

The program consists of three series:

- General English Listening & Speaking (GELS)
- General English Reading & Writing (GERW)
- General English Integrated (GEIN)

The **GELS** and **GERW** series form the core of the curriculum, supporting in-depth development of language skills for everyday, workplace, and educational communication. These courses are required and delivered in person to maximize interaction, practice, and teacher feedback.

The **GEIN series is optional** and designed to complement the core curriculum or serve as a lighter, flexible alternative for students seeking practical communication development. GEIN courses emphasize real-life, functional English use and balanced skill integration, with a strong focus on **fluency and cultural fluency.** GEIN courses are delivered **fully online in a live, instructor-led format via Zoom**, allowing students to engage in real-time discussions, activities, and guided practice.

While all courses support development across speaking, listening, reading, and writing, **each series emphasizes its respective focus,** ensuring balanced and progressive language acquisition at every level.

General English Listening/Speaking (GELS) Series

Lecture: 64 hours per level (two 32-hour terms)

The GELS series is designed to enhance students' listening and speaking abilities, progressing from foundational communication skills to advanced academic discourse. Each level focuses on thematic lessons that develop linguistic functions, vocabulary, grammar, and pronunciation essential for academic and real-world proficiency.

Level 100 – Beginner (GELS 101 & GELS 102)

Course Description: This introductory course focuses on developing basic listening and speaking skills for everyday communication. Students learn essential sentence structures, high-frequency vocabulary, and pronunciation patterns to discuss familiar topics such as daily routines, family, and personal preferences. Interactive activities promote confidence in speaking and comprehension in common social situations.

Prerequisite: None

Required Materials: Top Notch Fundamentals (3rd Edition) by Joan Saslow and Allen Ascher

Level 200 – High Beginner (GELS 201 & GELS 202)

Course Description: Building upon foundational skills, this course enhances students' listening and speaking abilities through theme-based practice. Emphasis is placed on inferencing, intonation, note-taking, and vocabulary expansion. Learners engage in structured discussions and short presentations, improving clarity and fluency in both everyday and academic contexts.

Prerequisite: GELS 102, GERW 202, or GEIN 202

Required Materials: NorthStar Listening and Speaking 1 (4th Edition) by Polly Merdinger & Laurie Barton

Level 300 – Low Intermediate (GELS 301 & GELS 302)

Course Description: This course strengthens listening comprehension and oral communication through increasingly complex topics such as time management, personal finance, and cultural norms. Students analyze speaker intent, practice note-taking techniques, and express opinions clearly using comparative forms and conversational strategies.

Prerequisite: GELS 202, GERW 302, or GEIN 302

Required Materials: NorthStar Listening and Speaking 2 (5th Edition) by Laurie Frazier

Level 400 – Intermediate (GELS 401 & GELS 402)

Course Description: At the intermediate level, students develop fluency and accuracy in academic and professional interactions. Listening activities focus on tone, purpose, and implied meaning, while speaking tasks include interviews, debates, and role-plays. Grammar topics such as modals and reported speech support oral precision and nuance.

Prerequisite: GELS 302, GERW 402, or GEIN 402

Required Materials: NorthStar Listening and Speaking 3 (5th Edition) by Helen Solórzano & Jennifer Schmidt

Level 500 – High Intermediate (GELS 501 & GELS 502)

Course Description: This level refines academic listening and speaking skills necessary for higher education or workplace environments. Students interpret lectures, discussions, and media texts with increased independence. Presentations, summaries, and analytical discussions reinforce the use of advanced vocabulary and structured argumentation.

Prerequisite: GELS 402, GERW 502, or GEIN 502

Required Materials: NorthStar Listening and Speaking 4 (5th Edition) by Tess Ferree & Kim Sanabria



Level 600 – Advanced (GELS 601 & GELS 602)

Course Description: Designed for near-proficient speakers, this course challenges students to critically evaluate spoken texts, synthesize ideas, and present arguments with fluency and sophistication. Learners engage in debates, research-based presentations, and real-world problem-solving scenarios to prepare for academic or professional communication demands.

Prerequisite: GELS 502, GERW 602, or GEIN 602

Required Materials: NorthStar Listening and Speaking 5 (4th Edition) by Sherry Preiss

General English Reading/Writing (GERW) Series

Lecture: 80 hours per level (two 40-hour terms)

The GERW series is designed to build students' academic literacy by developing their ability to comprehend, analyze, and produce a variety of written texts. Courses focus on building vocabulary, improving reading strategies, and practicing structured writing. As students progress through the six levels, they move from writing basic paragraphs to composing multi-paragraph essays while engaging with increasingly complex reading materials.

Level 100 – Beginner (GERW 101 & GERW 102)

Course Description: This course introduces students to basic reading strategies and sentence-level writing. Learners focus on identifying main ideas, recognizing common vocabulary, and understanding short, simple texts. In writing, students learn to form complete sentences, use common punctuation, and write short responses or guided paragraphs.

Prerequisite: None

Required Materials: Password 1 (3rd Edition) by Linda Butler

Level 200 – High Beginner (GERW 201 & GERW 202)

Course Description: Students improve basic reading fluency and begin developing structured paragraph writing. Emphasis is placed on identifying text structure, recognizing key vocabulary in context, and writing simple descriptive and narrative paragraphs with clear topic sentences and supporting details.

Prerequisite: GERW 102, GELS 202, or GEIN 202

Required Materials: NorthStar Reading and Writing 1 (4th Edition) by John Beaumont & A. Judith Yancey

Level 300 – Low Intermediate (GERW 301 & GERW 302)

Course Description: This course helps students develop comprehension skills for academic and informational texts. Learners practice scanning, skimming, and making inferences while building academic vocabulary. Writing focuses on developing coherent paragraphs and introducing basic essay structures such as cause-effect and opinion.

Prerequisite: GERW 202, GELS 302, or GEIN 302

Required Materials: NorthStar Reading and Writing 2 (5th Edition) by Natasha Haugnes & Beth Maher

Level 400 – Intermediate (GERW 401 & GERW 402)

Course Description: Students refine reading comprehension and critical thinking skills using a variety of authentic and academic texts. Writing instruction emphasizes unity, coherence, and organization in multiple paragraph compositions, including compare-contrast and process essays. Grammar instruction supports writing accuracy.

Prerequisite: GERW 302, GELS 402, or GEIN 402

Required Materials: NorthStar Reading and Writing 3 (5th Edition) by Laurie Barton & Carolyn Dupaquier

Level 500 – High Intermediate (GERW 501 & GERW 502)

Course Description: This level prepares students for more advanced academic work by focusing on critical reading, textual analysis, and essay development. Learners read and evaluate articles, identify rhetorical strategies, and write essays with clear thesis statements, logical organization, and evidence-based support.

Prerequisite: GERW 402, GELS 502, or GEIN 502

Required Materials: NorthStar Reading and Writing 4 (5th Edition) by Andrew K. English & Laura Monahon English

Level 600 – Advanced (GERW 601 & GERW 602)

Course Description: Designed for advanced ESL students, this course strengthens academic reading and writing skills for college-level work. Students analyze complex texts, synthesize information from multiple sources, and write argumentative and research-based essays with proper citation.

Prerequisite: GERW 502, GELS 602, or GEIN 602

Required Materials: NorthStar Reading and Writing 5 (4th Edition) by Robert F. Cohen & Judy L. Miller

General English Integrated (GEIN) Courses

Lecture: 64 hours per level (two 32-hour terms)

General English Integrated (GEIN) courses are optional online classes designed to develop practical English communication skills. These courses help students build confidence in speaking and understanding English in everyday social, travel, and professional settings. Spanning six levels—from beginner (Level 100) to advanced (Level 600)—each course emphasizes conversational fluency and cultural awareness. The curriculum promotes balanced language development across speaking, listening, reading, and writing, with a strong focus on real-world application and fluency.

Level 100 – Beginner (GEIN 101 & GEIN 102)

Course Description: This foundational course is designed for true beginners, focusing on essential English language skills for everyday communication. Students will develop basic vocabulary, grammar, and pronunciation to engage in simple conversations, understand common expressions, and navigate daily situations. The course emphasizes listening and speaking skills, supported by reading and writing activities to reinforce language acquisition.

Prerequisite: None

Required Materials: Top Notch Fundamentals (3rd Edition) by Joan Saslow and Allen Ascher

Level 200 – High-Beginner (GEIN 201 & GEIN 202)

Course Description: Building upon foundational skills, this course enhances students' ability to communicate in a variety of everyday contexts. Emphasis is placed on expanding vocabulary, improving grammatical accuracy, and developing conversational fluency. Students will engage in interactive activities that promote confidence in speaking, listening, reading, and writing, preparing them for more complex language use in real-life situations.

Prerequisite: GEIN 102, GELS 202, or GERW 202

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

Level 300 –Low-Intermediate (GEIN 301 & GEIN 302)

Course Description: This course is designed for students at a low-intermediate level, aiming to strengthen their ability to communicate effectively in both social and professional settings. The curriculum focuses on refining grammar, expanding vocabulary, and enhancing listening and speaking skills. Through various interactive tasks, students will practice real-world communication, develop reading comprehension, and improve writing coherence and organization.

Prerequisite: GEIN 202, GELS 302, or GERW 302

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



Level 400 – Intermediate (GEIN 401 & GEIN 402)

Course Description: At the intermediate level, this course prepares students to handle more complex language tasks and engage in discussions on a variety of topics. Emphasis is placed on developing critical thinking skills, understanding nuanced language, and producing coherent spoken and written communication. Students will explore cultural contexts, practice advanced grammar structures, and participate in activities that simulate real-life scenarios.

Prerequisite: GEIN 302, GELS 402, or GERW 402

Required Materials: Top Notch 3 (3rd Edition) by Joan Saslow and Allen Ascher.

Level 500 – High-Intermediate (GEIN 501 & GEIN 502)

Course Description: This high-intermediate course focuses on refining language skills for more sophisticated communication. Students will engage in discussions, debates, and presentations, enhancing their ability to express ideas clearly and persuasively. The curriculum includes advanced grammar, vocabulary development, and strategies for effective reading and writing, preparing students for academic and professional environments.

Prerequisite: GEIN 402, GELS 502, or GERW 502

Required Materials: Summit 1 (3rd Edition) by Joan Saslow and Allen Ascher.

Level 600 – Advanced (GEIN 601 & GEIN 602)

Course Description: Designed for advanced learners, this course aims to polish language proficiency for academic and professional success. Students will analyze complex texts, engage in high-level discussions, and produce well-structured written work. The course emphasizes critical analysis, argumentation, and the ability to adapt language use to various contexts, ensuring readiness for real-world challenges.

Prerequisite: GEIN 502, GELS 602, or GERW 602

Required Materials: Summit 2 (3rd Edition) by Joan Saslow and Allen Ascher.

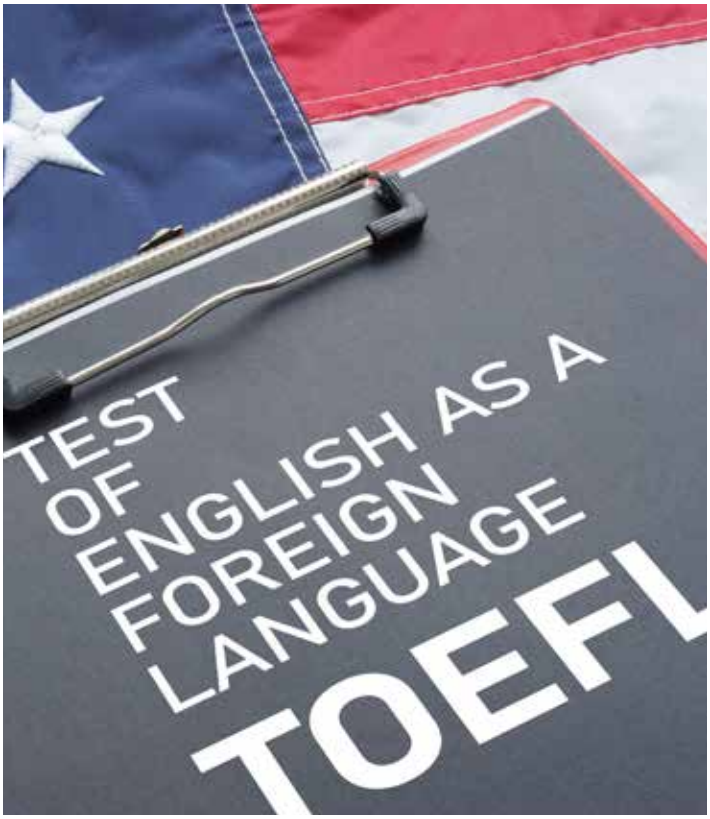
TOEFL Preparation Program

The TOEFL Preparation Program offers a structured, test-focused pathway for advanced ESL students aiming to meet English proficiency requirements for admission to English-speaking colleges and universities. The program is divided into two complementary series:

- TOEFL Listening & Speaking (TFLS)
- TOEFL Reading & Writing (TFRW)

Each series is designed to develop the specific skills tested on the **TOEFL iBT**, providing focused instruction, practice, and feedback. Courses closely follow the official test format and utilize authentic materials and timed practice tasks to help students build confidence, accuracy, and strategic competence under exam conditions.

The TFLS and TFRW series support students in mastering the listening, speaking, reading, and writing skills necessary for academic success, with an emphasis on test-taking strategies, task-specific fluency, and critical thinking. These courses are delivered in person and are intended for students who have completed the General English Program or reached an equivalent level of proficiency.



TOEFL Listening/Speaking (TFLS) Series

Lecture: 128 hours total (four 32-hour terms)

The **TFLS series** helps students develop the **Listening and Speaking** skills assessed on the TOEFL iBT. Instruction is built around authentic test tasks and real-world communication scenarios commonly encountered in academic and campus settings. Students develop their ability to understand conversations, announcements, and academic talks while strengthening their spoken communication through repetition, information retelling, and interview-style responses. Key skills include identifying main ideas and supporting details, understanding speaker purpose and attitude, responding appropriately to spoken input, and speaking clearly and confidently under timed conditions.

Level 700 – TOEFL Prep Listening/Speaking (TFLS 701–704)

Course Description: This four-part course sequence provides systematic preparation for the Listening and Speaking sections of the TOEFL iBT. Students practice listening to a variety of spoken texts, including conversations, announcements, and academic talks, while developing strategies for comprehension and efficient note-taking. Speaking instruction focuses on the two TOEFL speaking task types: listening and repeating spoken input, and responding to interview-style questions on personal, academic, and contemporary topics. Through guided practice and individualized feedback, students improve pronunciation, fluency, organization, and overall communicative effectiveness.

Prerequisite: GEIN 502, GERW 502, or GELS 502

Required Materials: Official TOEFL iBT® Prep Course by ETS

TOEFL Reading/Writing (TFRW) Series

Lecture: 160 hours total (four 40-hour terms)

The **TFRW series** develops the foundational **Reading and Writing** skills assessed on the TOEFL iBT. Students engage with both academic and everyday texts to improve reading comprehension, vocabulary development, and contextual language awareness. Writing instruction emphasizes effective written communication across academic and campus-related contexts, including sentence construction, email writing, and academic discussion tasks. Grammar, organization, and language accuracy are integrated throughout the program to help students communicate clearly and effectively under time constraints.

Level 700 – TOEFL Prep Reading/Writing (TFRW 701–704)

Course Description: This four-course sequence progressively builds the reading and writing competencies measured on the TOEFL iBT. Students learn to understand academic passages and everyday texts, infer meaning from context, expand vocabulary knowledge, and analyze written information efficiently. Writing instruction covers all TOEFL writing task types, including sentence construction, email composition, and academic discussion responses. Frequent opportunities for guided practice and instructor feedback help students develop grammatical accuracy, coherent organization, and the ability to express and support ideas clearly in written English.

Prerequisite: GEIN 502, GERW 502, or GELS 502

Required Materials: Official TOEFL iBT® Prep Course by ETS

School Policies and Procedures

Welcome to POLY Languages Institute. This section outlines key policies designed to maintain a respectful, productive, and legally compliant academic environment. All students are expected to familiarize themselves with these policies to understand their rights, responsibilities, and the standards upheld at our institution.

General Policies

Class Time Missed

- POLY operates on a term-by-term billing system.
- No credits or refunds are issued for missed classes due to late registration or absences.
- No credits or refunds are issued for classes not held on public holidays.

Registration and Class Availability

- Enrollment is subject to class capacity and minimum class size requirements.
- Registration is first-come, first-served and **not guaranteed**.
- F-1 students must maintain full-time status regardless of registration limitations and are strongly advised to register early to avoid violations of F-1 status, which may result in SEVIS termination.

Absences Due to Extenuating Circumstances

- All absences are recorded regardless of the reason.
- **Doctor's notes** may be submitted for consideration, particularly when absences risk SEVIS termination. These are reviewed during attendance evaluations but do not automatically excuse absences.

Force Majeure

POLY is not liable for delays, interruptions, or failure to deliver services—including refunds—due to extraordinary events beyond our control (e.g., natural disasters, government actions, pandemics), unless otherwise required by law.

Unclaimed Balance

Any unclaimed balance will be forfeited if not requested within **180 days** of a student's last date of attendance or scheduled start date (if never attended).

F-1 Student Guidelines

All F-1 international students must comply with federal regulations in addition to POLY's general policies.

Core Requirements

- **Full-Time Enrollment**: Minimum 18 hours per week, starting by the first day of each term.
- **Timely Reporting**: Notify the school within 10 days of any changes to your U.S. address, contact information, immigration or dependent status, or financial support.
- **I-20 Validity**: Ensure your Form I-20 remains valid. To request an extension, submit an enrollment agreement and I-20 extension form 10–30 days before expiration. Early requests (more than 30 days in advance) may be accepted if supported by documented travel plans.
- **Employment**: Unauthorized employment is strictly prohibited.

Leave of Absence & Reduced Course Load

To request a temporary waiver of the full-time enrollment requirement while maintaining F-1 status, students must submit a completed My SEVIS Record Update form at least 7 days before the term begins. Leave approvals are granted only for valid reasons:

- Annual Vacation: Up to 2 terms (8 weeks each) after 6 consecutive full-time terms.
- Temporary Absence from the U.S.: Must exceed 6 class days; confirmed by plane tickets and Form I-94.
- Medical Leave: Requires a doctor's letter from a licensed U.S. physician. Medical leave is limited to 3 terms during enrollment at POLY.

Traveling Outside the U.S.

Continuing students may re-enter the U.S. with:

- A valid F-1 visa permitting re-entry.
- A valid Form I-20 with a DSO travel endorsement.
- A passport valid for at least 6 months after re-entry.
- Re-entry must occur within 4 terms (approximately 4 months) to resume studies at POLY.

Exiting or Transferring Schools

Students intending to leave POLY must:

- Submit the My SEVIS Record Update form 7 days before the next term.
- This is essential for maintaining SEVIS compliance and avoiding termination, especially for transfers.
- Early planning with a student advisor is strongly recommended.

Refund and Cancellation Policy

Refund Process

- Students must submit a completed **Refund Request Form**.
- Refunds are issued by check within 30 calendar days.
- Checks are made payable to the **original payer**, unless written instructions are provided by the payer authorizing payment to a different individual or entity.
- Mailing is available via a **tracked courier service**; mailing fees apply.

Refund Calculation

- Refunds are based on the **standard published tuition rates**. Promotions or discounts are not applied after withdrawal.
- If a student enrolled through their agency or educational counselor, any special rate or discount applied at the time of enrollment is nullified upon withdrawal and excluded from the refundable amount.
- The following amounts are deducted from the total amount received: 5% service fee for payments made by credit or debit card; $150 cancellation fee, if applicable.

Right to Cancel

A student may cancel the enrollment agreement and receive a full refund of all refundable charges paid — excluding the non-refundable fees as stated in this catalog — if cancellation occurs before the first class session or by the seventh day after enrollment, whichever is later.

Withdrawal Policy

For withdrawals after the cancellation period, tuition is prorated weekly based on the number of weeks completed, less a $150 withdrawal fee, if applicable. No refund is issued after completing 3 weeks of instruction, which is more than 75% of the instructional period.

F-1 Minimum Enrollment Requirement

- F-1 students are required to enroll for at least two terms (8 weeks), or for the full duration stated in their Enrollment Agreement — whichever is longer. Students who withdraw early without completing their studies are subject to an early withdrawal fee of $880.
- Exceptions may be granted to students who successfully complete their program, defined as completing Level 600 (8 weeks) or the TOEFL Preparation course (16 weeks). For SEVIS reporting, early withdrawal is noted as “Authorized Early Withdrawal” if the student leaves the U.S., or “Unauthorized Withdrawal” if the student discontinues for other reasons.

Standards of Conduct

At POLY Languages Institute, we are committed to maintaining a respectful, effective, and safe learning environment—whether in person or online. Students are expected to follow all behavioral guidelines to support a positive academic community. These rules are not meant to restrict rights, but to uphold the integrity and well-being of the school.

If you have questions about safety, school policies, or prohibited conduct, please contact a student advisor. Violations may result in disciplinary action, including suspension or termination.

Unacceptable Conduct Includes, but Is Not Limited to:

1. Disrupting classes or refusing to follow instructional directions
2. Showing disrespect, rudeness, or indifference toward staff or peers
3. Speaking languages other than English during class
4. Using phones or communication devices without permission during class
5. Cheating, plagiarism, or possessing unauthorized test materials
6. Impersonating another student or allowing someone else to attend class on your behalf, including online logins
7. Disrupting virtual classes (e.g., turning off cameras without permission, playing audio, or interfering with the session)
8. Being under the influence of alcohol or controlled substances on school property (except prescribed medication that does not impair function)
9. Possessing firearms, weapons, or explosives without authorization
10. Committing or threatening acts of violence, theft, or criminal behavior
11. Harassing, intimidating, or coercing others, including the use of obscene or abusive language
12. Damaging or misusing school property, equipment, or computer systems
13. Accessing inappropriate content, downloading harmful software, or altering system settings on school computers
14. Smoking in restricted areas or contributing to unsanitary classroom conditions
15. Bringing pets on campus without permission
16. Soliciting, selling, or fundraising without prior approval
17. Violating any other published or updated school policies

BPPE Disclosures

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement.

In accordance with California regulations, POLY Languages Institute provides School Performance Fact Sheets for all programs. These documents summarize important performance data and are available on our website. Please visit www.polylanguages.edu and scroll to the footer for the latest version.

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 length of study will vary depending on a student's English proficiency level and educational goals. Tuition, textbook costs, and miscellaneous fees are detailed in the "Tuition and Fees" section on page 4. Students may estimate charges for a typical period of attendance (e.g., 4 to 12 weeks) or for an entire course of study by referring to the published tuition tables and long-term discount rates.

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 $0.00 per $1,000 of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of $1,000 or less, the assessment is $0.

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

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at POLY is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the Certificate of Completion you earn in the English as a Second Language and Test Preparation program is also at the complete discretion of the institution to which you may seek to transfer.

If the Certificate of Completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending POLY Languages Institute to determine if your Certificate of Completion will transfer.

Title IV Policy (No Student Loans)

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

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

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

Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current, students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.bppe.ca.gov.

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 Web site, www.bppe.ca.gov.

Catalog Effective Dates

This catalog is effective from January 1, 2027 through December 31, 2027 and is subject to revision without prior notice. The most current version is available at www.polylanguages.edu or upon request.





Poly Assurance Program

At POLY Languages Institute, mastering English is more than just learning—it's a gateway to opportunity. Our Poly Assurance Program transforms your dedication into academic confidence.

Successfully complete our advanced courses—GERW 601 & 602 and GELS 601 & 602—with a grade of 'B' or better, and we guarantee your English proficiency for admission to most community colleges and career schools.

Should you encounter difficulties being accepted due to English proficiency—or simply feel the need for further preparation—you may retake the advanced courses at no additional cost, provided:

- You attended at least 90% of those classes
- You studied at POLY for a minimum of six 4-week terms
- You enroll for the retake within 60 days of completing the courses

That's 8 weeks of additional education—absolutely free.

At POLY, we're committed to your success. With our Assurance Program, your path to higher education is not only possible—it's promised.

Program Evaluation and Improvement

In alignment with our student success commitment, POLY Languages Institute maintains a systematic process of program review to ensure the effectiveness of our curriculum, instructional practices, and student learning outcomes. Feedback from students, faculty, and relevant data sources is regularly evaluated to inform curricular updates and academic policies.

This process reflects our dedication to continuous improvement, academic integrity, and excellence in English language education.

What Sets POLY Apart

- **A Legacy of Excellence**: For over 50 years, POLY Languages Institute has empowered thousands of international students through high-quality ESL education. Our long-standing history reflects a deep commitment to student success.
- **Personalized Attention**: Classes are capped at 15 students per teacher. If enrollment exceeds this number, additional instructors are assigned to maintain a student-centered learning environment with ample speaking and engagement opportunities.
- **Programs for All Levels**: Our seven-level curriculum includes six ESL levels and a TOEFL Preparation course, offering structured support for learners from beginner to advanced levels.
- **Accessible, High-Quality Education**: Our tuition is competitively priced to make excellent ESL instruction available to a wide range of students.
- **Smooth Transition to College**: Many POLY graduates have successfully entered colleges and universities across California. Completion of our advanced ESL courses may help students meet English proficiency requirements at select institutions, with guidance provided throughout the application process.
- **Poly Assurance Program**: Students who meet eligibility criteria and complete our advanced courses with a grade of 'B' or better are guaranteed English proficiency for most colleges. If further study is needed, students may retake advanced courses at no additional cost.


LANGUAGES
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