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# POLY LANGUAGES INSTITUTE SCHOOL PERFORMANCE FACT SHEET YEARS 2016 & 2017

Revised: 1/28/2018  
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The California Private Postsecondary Education Act of 2009, which was effective January 1, 2010, requires under section 94910 of CPPEA that a school provide information for each program offered in regards to, completion rates, placement rates, licensure exam passage rates, and salary/wage information. The following information is data compiled from January 1, 2016 to December 31, 2017.

## English as a Second Language (ESL) Program (1344 Hours to Complete)

POLY Languages Institute offers an English as a Second Language (ESL) program. The ESL courses have 6 levels. Each ESL level is 2 terms (8 weeks). POLY offers twelve 4-week terms per year. The stated hours to complete herein is based on a student who takes all available courses, starting from ESL level 1 to ESL level 6. The length of the program will be between **4** and **48 weeks** depending on students' placement and educational goals.

### On-Time Completion Rates

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	374	374	371	99.2%
2016	417	417	384	92.1%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

### Job Placement Rates

The program is not for employment. For F-1 students, unauthorized employment can lead to termination in SEVIS.

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	374	371	N.A.	N.A.	N.A.
2016	417	384	N.A.	N.A.	N.A.

### Gainfully Employed Categories Employment Categories

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	N.A.	N.A.	N.A.
2016	N.A.	N.A.	N.A.

#### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	N.A.	N.A.	N.A.
2016	N.A.	N.A.	N.A.

**POLY Languages Institute at Irvine**  
18818 Teller Ave., Suite 160, Irvine, CA 92612  
Tel:949.474.7646 Fax:949.954.8708

**POLY Languages Institute at Los Angeles**  
5757 Wilshire Blvd, Suite 510, LA, CA 90036  
Tel:323.933.9399 Fax:323.686.5384

**POLY Languages Institute at Pasadena**  
2900 East Colorado Blvd., Pasadena, CA 91107  
Tel:626.449.4441 Fax:626.208.4406

### Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	N.A.	N.A.
2016	N.A.	N.A.

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2017	N.A.	N.A.
2016	N.A.	N.A.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

### License Examination Passage Rates

The ESL program does not prepare students to sit for any licensing exam.

Calendar Year	First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2017	N.A.	N.A.	371	N.A.	N.A.	N.A.	N.A.
2016	N.A.	N.A.	384	N.A.	N.A.	N.A.	N.A.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

### Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual salary and wages reported for graduates employed in the field.				
			\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information
2017	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
2016	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

### Definitions

- <sup>1</sup> "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- <sup>2</sup> "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.

- 3 “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- 4 “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- 5 “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- 6 “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- 7 “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- 8 “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- 9 “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- 10 “First Available Exam Date” is the date for the first available exam after a student completed a program.
- 11 “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- 12 “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- 13 “Salary” is as reported by graduate or graduate’s employer.
- 14 “No Salary Information” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

### Cost of Educational Program

Total Charges for the program for students completing on-time in 2017: \$720 for 80 hours; \$1080 for \$120 hours. Total Charges may be higher for students that do not complete on-time.

**Student’s Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have sufficient time to read and understand the information.**

### Federal Financial Aid Programs

Students at POLY Languages Institute are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student’s Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## Acknowledgement

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

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Student Name - Print

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Student Signature

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Date

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School Official

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Date

## **STUDENT'S RIGHT TO CANCEL from the Enrollment Agreement**

### **STUDENT'S RIGHT TO CANCEL**

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

### **WITHDRAWAL**

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

### **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.

### **REFUND REQUEST**

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 will be made payable to the education counselor/agency unless we are instructed to pay you directly.



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## TOEFL Test Preparation Program (320 Hours to Complete)

POLY Languages Institute offers a TOEFL test preparation program. The program does not prepare students to sit for any licensing exam. TOEFL is a test to measure the English proficiency and academic skills of nonnative speakers of English. The program consists of 4 terms (16 weeks). POLY offers twelve 4-week terms per year. The stated hours to complete herein is based on a student who takes all 4 courses for the program. The length of the program will be between **4** and **16 weeks** depending on students' educational goals.

## On-Time Completion Rates

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2017	56	56	55	98.2%
2016	69	69	69	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

## Job Placement Rates

The program is not for employment. For F-1 students, unauthorized employment can lead to termination in SEVIS.

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	56	55	N.A.	N.A.	N.A.
2016	69	69	N.A.	N.A.	N.A.

## Gainfully Employed Categories Employment Categories

### Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2017	N.A.	N.A.	N.A.
2016	N.A.	N.A.	N.A.

### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2017	N.A.	N.A.	N.A.
2016	N.A.	N.A.	N.A.

### Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	N.A.	N.A.
2016	N.A.	N.A.

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2017	N.A.	N.A.
2016	N.A.	N.A.

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### License Examination Passage Rates

The TOEFL test preparation program does not prepare students to sit for any licensing exam.

Calendar Year	First Available Exam Date	Date Exam Results Announced	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed Exam	Number Who Failed Exam	Passage Rate
2017	N.A.	N.A.	55	N.A.	N.A.	N.A.	N.A.
2016	N.A.	N.A.	69	N.A.	N.A.	N.A.	N.A.

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### Salary and Wage Information

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	Annual salary and wages reported for graduates employed in the field.				
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2016	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

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Student Name - Print

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Student Signature

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Date

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School Official

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Date

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### **STUDENT'S RIGHT TO CANCEL**

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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 will be made payable to the education counselor/agency unless we are instructed to pay you directly.