

# Study in Southern California



[www.POLYLanguages.edu](http://www.POLYLanguages.edu)

## The Place to Learn English!

Catalog 2018



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## About POLY

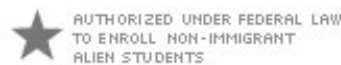
### Over 40 Years of Excellence

POLY Languages Institute, Inc. (POLY) has assisted tens of thousands of students from all over the world in their pursuit of the language proficiency needed to reach their educational and career goals, or simply for their own self-improvement. As a result of our dedication and commitment to better educate and serve our students, we can confidently assure our students that we are one of the best educational institutes around.

POLY, founded in 1970, opened its first center in Pasadena, CA and later added two additional centers in Los Angeles, CA and Irvine, CA. Each center is about 5,000 square feet in size and generally accepts more than 100 students per year. At least 7 classrooms and a computer lab are designated to serve our students’ learning needs.

### Affiliations

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





## 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.

## Who Should Apply?

We believe that students' educational goals can be best achieved if the three parties (the teachers, the student's classmates, and the students) all approach educational objectives earnestly. The teachers must be dedicated, the classmates must be encouraging and motivating, and the students must endeavor to do their best.

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

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

## Administrative Staff

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

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

## Teaching Faculty

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

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





### English as a Second Language Program

As its mission, POLY is committed to providing excellent English as a Second Language programs to non-native speakers who are serious about achieving the language proficiency needed to reach their educational and career goals, or simply for their own self-improvement.

#### ESL Programs

POLY offers two types of ESL programs: Semi-Intensive and Intensive. Each program has six (6) ESL levels followed by TOEFL Prep courses. The semi-intensive program offers the academic English courses: Listening/Speaking and Reading/Writing. In the Intensive program, General English courses are added to further develop communicative skills to better interact with native speakers of English in various settings. After completing the level 6, the TOEFL iBT Preparation courses are recommended for those students pursuing higher education.

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

#### Sample Schedules

The POLY ESL programs consist of choosing classes from the Listening/Speaking series, the Reading/Writing series, the General English series, and the TOEFL iBT Preparation courses.

#### Intensive Program

Students study for 30 hours a week for a total of 120 hours of instruction per term.

ESL Course	Days	Time
Academic English	Mo - Fr	9:00 – 12:50 pm
Listening/Speaking	Mo - Fr	9:00 – 10:50 am
Reading/Writing	Mo - Fr	11:00 – 12:50 pm
General English	Mo - Fr	1:30 – 3:20 pm

#### Semi-Intensive Program

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

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

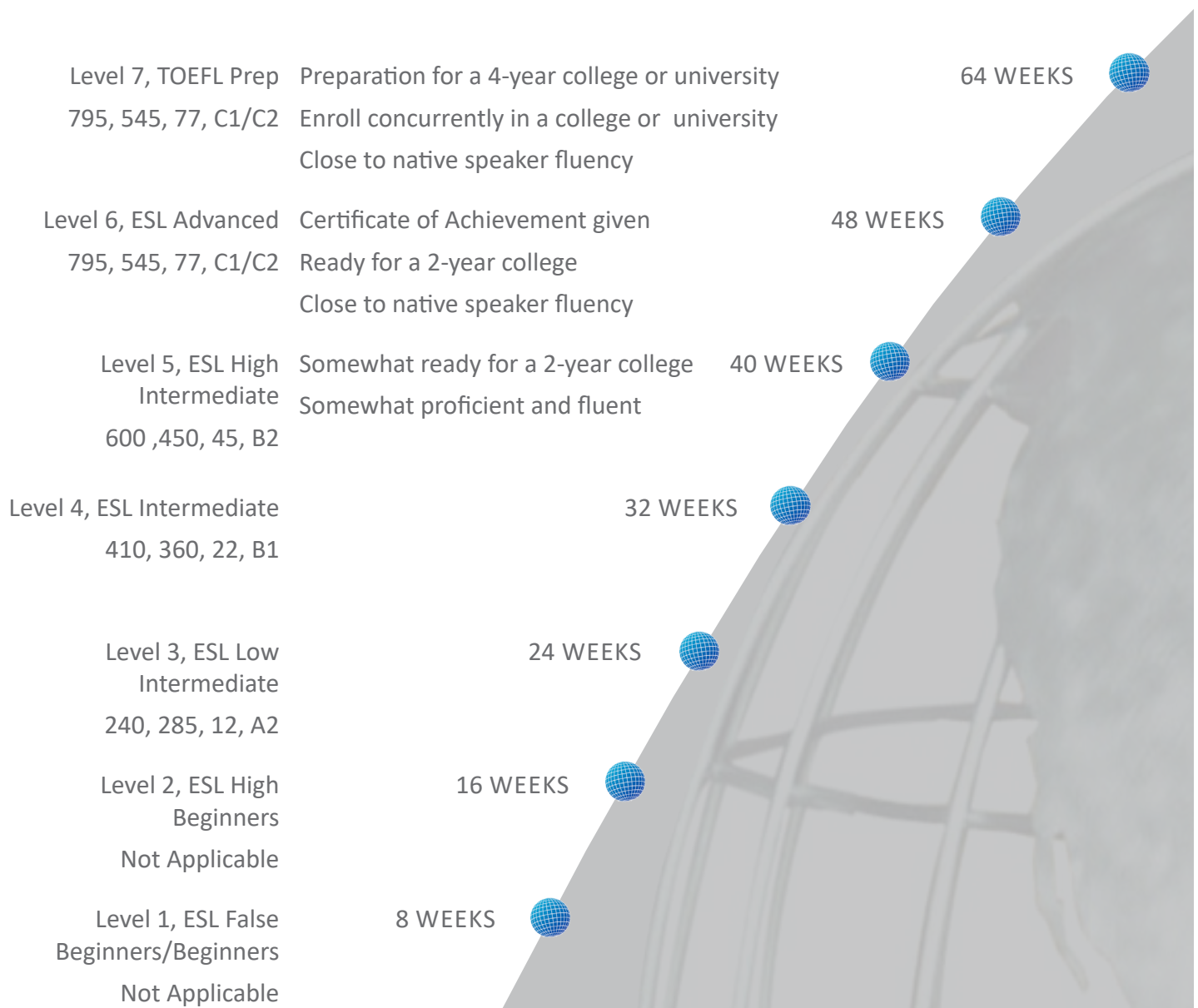
## English Proficiency Assessment Test

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

In place of the EPAT, students may present the TOEIC, TOEFL, TOEFL iBT, or CEF score for their placement. However, the exam date of the presented document must be within 2 years at the time of submission. The correlation to each level for the scores of the exams are illustrated in the graph below.

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

## Course Levels



POLY's program consists of 6 ESL levels and a TOEFL Prep course. The ESL classes are designed for an eight-week study divided into two terms, and the TOEFL Prep course is designed for a sixteen-week study divided into four terms. Each term is four weeks long.

## Course Descriptions

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

For each level, its applicable courses are listed by their titles and codes. Each course is 4 weeks long, the same duration as the school term. For each course, after its description, there are prerequisites that students must complete with a passing grade of "C" or better.

### Academic English (Listening/Speaking)

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

The goal of the Listening/Speaking courses is to develop and refine students' English language skills. At the introductory levels, students encounter language necessary for everyday communication. Students are introduced to many useful language functions, vocabulary, grammar points, and pronunciation techniques in a variety of level-appropriate thematic topics and receptive task-based activities. As students advance, they begin to focus on language and skills necessary for academic success. Students in intermediate and advanced levels encounter increasingly complex vocabulary, language functions, grammar points, and pronunciation techniques. In all levels, students explore a variety of level-appropriate topics and themes.

**Beginner (LS 101 and 102):** The goal of these courses is to develop students' basic listening and speaking skills necessary for everyday language at the low-beginner level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize basic vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the low-beginner level.

Prerequisite: None

**High Beginner (LS 201 and 202):** The goal of these courses is to further develop students' basic listening and speaking skills necessary for everyday language use at the high-beginner level.

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

Prerequisite: LS 102, RW 202, or GE 202

**Low Intermediate (LS 301 and 302):** The goal of these courses is to broaden and develop students' listening and speaking skills for academic success at the low-intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize common vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the low-intermediate level.

Prerequisite: LS 202, RW 302, or GE 302

**Intermediate (LS 401 and 402):** The goal of these courses is to further develop and enhance students' listening and speaking skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize common vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the intermediate level.

Prerequisite: LS 302, RW 402, or GE 402

**High Intermediate (LS 501 and 502):** The goal of these courses is to broaden and deepen students' listening and speaking skills for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the high-intermediate level.

Prerequisite: LS 402, RW 502, or GE 502

**Advanced (LS 601 and 602):** The goal of these courses is to expand and further refine students' listening and speaking skills for academic success at the advanced level. The objectives of these courses are for students to practice and apply listening skills in comprehension activities and utilize advanced vocabulary words, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the advanced level.

Prerequisite: LS 502, RW 602, or GE 602

### Academic English (Reading/Writing)

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

The goal of the Reading/Writing courses is to develop and refine students' English language skills. At the introductory levels, students encounter language necessary for everyday communication. Students are introduced to many useful language functions, vocabulary words, grammar points, and pronunciation techniques in a variety of level-appropriate thematic topics and receptive task-based activities. As students advance, they begin to focus on language and skills necessary for academic success. Students in intermediate and advanced levels encounter increasingly complex vocabulary words, language functions, grammar points, and pronunciation techniques. In all levels, students explore a variety of level-appropriate topics and themes.

**Beginner (RW 101 and 102):** The goal of these courses is to develop students' basic reading and writing skills at the low-beginner level. The objectives of these courses are for students to practice and apply reading and writing skills in a variety of basic tasks and activities incorporating vocabulary words and grammatical principles appropriate for the low-beginner level.

Prerequisite: None

**High Beginner (RW 201 and 202):** The goal of these courses is to further develop students' basic reading and writing skills at the high-beginner level. The objective of these courses are for students to practice and apply reading strategies and writing skills in a variety of basic tasks and activities incorporating vocabulary words, grammatical principles, and organizational patterns appropriate for the high-beginner level.

Prerequisite: RW 102, LS 202, or GE 202

**Low Intermediate (RW 301 and 302):** The goal of these courses is to broaden and develop students' reading and writing skills for academic success at the low-intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the low-intermediate level.

Prerequisite: RW 202, LS 302, or GE 302

**Intermediate (RW 401 and 402):** The goal of these courses is to develop and enhance students' reading and writing skills necessary for academic success at the intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the intermediate level.

Prerequisite: RW 302, LS 402, or GE 402

**High Intermediate (RW 501 and 502):** The goal of these courses is to deepen and broaden students' reading and writing skills necessary for academic success at the high-intermediate level. The objectives of these courses are for students to practice and apply reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the high-intermediate level.

Prerequisite: RW 402, LS 502, or GE 502

**Advanced (RW 601 and 602):** The goal of these courses is to expand and further refine students' reading and writing skills necessary for academic success at the advanced level. The objectives of these courses are for students to practice and utilize reading and writing strategies and incorporate vocabulary, grammatical principles, and specific paragraph structure and rhetorical patterns in a variety of tasks and activities appropriate for the advanced level.

Prerequisite: RW 502, LS 602, or GE 602

## General English

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

General English is communicative courses that prepare students to interact successfully and confidently with both native and non-native speakers of English. The goal is for students to become confident, culturally fluent English speakers able to navigate the social, travel, and professional situations they will encounter as they use English in their lives. Students are introduced to various situations with communication goals. For each level-appropriate situations or topics, students are introduced to relevant vocabulary, grammar, and conversation strategies. Students develop productive skills and receptive skills through various activities with emphasis on communicative language teaching.

**Beginner (GE 101 and 102):** The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-beginner level.

The course objectives are for students to practice and apply listening, reading, and speaking skills in comprehension activities and utilize basic vocabulary, grammar points, and pronunciation techniques in a variety of tasks and activities appropriate for the beginner level.

Prerequisite: None

**High Beginner (GE 201 and 202):** The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

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

Prerequisite: GE 102, LS 102, or RW 102

**Low Intermediate (GE 301 and 302):** The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

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

Prerequisite: GE 202, LS 202, or RW 202

**Intermediate (GE 401 and 402):** The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

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

Prerequisite: GE 302, LS 302, or RW 302

**High Intermediate (GE 501 and 502):** The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

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

Prerequisite: GE 402, LS 402, or RW 402

**Advanced (GE 601 and 602):** The goal of these courses is to develop basic listening, speaking, reading, and writing skills necessary for everyday language at the low-intermediate level.

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

Prerequisite: GE 502, LS 502, or RW 502

## **TOEFL Preparation**

**Lecture: 320 hours (80 hours per term)**

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

**TOEFL (TF 701, 702, 703, and 704):** The goal of these courses is for students to further analyze the TOEFL iBT format and its components and refine students' English and test taking skills. The objectives of these courses are to strengthen students' reading, writing, speaking, and listening skills, reinforce note-taking skills, broaden test-taking strategies, further build vocabulary, and deepen students' understanding of more complex grammar points in level appropriate receptive and productive tasks involving complex academic and campus life passages.

Prerequisite: RW 602, LS 602, or GE 602





## Attendance and Academic Progress Policy

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

### Minimum Attendance

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

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

### Minimum Grade Point Average

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

### Maximum Course Repeats

Generally, students may repeat a course only once. However, for level 1, true beginners may repeat twice. For level 6, students may also repeat twice to be better prepared for higher education.

Additionally, students may not go down a level from the level they have successfully completed. The students must make normal progress towards completing the school's ESL and TOEFL programs.

### Skipping Levels

A student may skip a level if the student provides the minimum score on the TOEFL iBT or an equivalent test required by the school. Otherwise, the student must have received an "A" grade along with the recommendation letter from the teacher for the level completed.

### Grading Policy

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

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

A grading rubric varies depending on a course. The following formula is only an example:

- Course Grade = 50% (Midterm) + 50% (Final)

### Grade Conversion Table

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

# POLY Calendar 2018

JANUARY						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	<u>4</u>	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	<b>31</b>			

Jan 1: New Year's Day

Jan 3: Orientation

Jan 4 - Jan 31: Term 1

Jan 15: Martin L. King Day

Jul 2 - Jul 27: Term 7

Jul 4: Independence Day

Jul 30: Orientation

Jul 31 - Aug 27: Term 8

JULY						
Su	Mo	Tu	We	Th	Fr	Sa
1	<u>2</u>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	<b>27</b>	28
29	30	<u>31</u>				

FEBRUARY						
Su	Mo	Tu	We	Th	Fr	Sa
				1	<u>2</u>	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 1: Orientation

Feb 2 - Mar 1: Term 2

Feb 19: Presidents' Day

Aug 28: Orientation

Aug 29 - Sep 25: 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	<b>27</b>	28	<u>29</u>	30	31	

MARCH						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	<u>5</u>	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	<b>30</b>	31

Mar 2: Orientation

Mar 5 - Mar 30: Term 3

Sep 3: Labor Day

Sep 26: Orientation

Sep 27 - 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	<b>25</b>	26	<u>27</u>	28	29
30						

APRIL						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	<u>3</u>	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	<b>30</b>					

Apr 2: Orientation

Apr 3 - Apr 30: Term 4

Oct 24: Orientation

Oct 25 - 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	<b>23</b>	24	<u>25</u>	26	27
28	29	30	31			

MAY						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	<u>3</u>	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	<b>30</b>	31		

May 2: Orientation

May 3 - May 30: Term 5

May 28: Memorial Day

May 31: Orientation

Nov 12 Veterans Day observed

Nov 22 & 23: Thanksgiving Day and the day after

Nov 26: Orientation

Nov 27 - Dec 21: Term 12

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

JUNE						
Su	Mo	Tu	We	Th	Fr	Sa
					<u>1</u>	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	<b>28</b>	29	30

Jun 1 - Jun 28: Term 6

Jun 29: Orientation

\*Dec 24: Christmas Eve

Dec 25: Christmas Day

Dec 31: New Year's Eve

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	<b>21</b>	22
23	24	25	26	27	28	29
30	31					

The office hours are Monday through Friday, from 8:30 a.m. to 5:00 p.m. For \*Short Days, the office hours from 8:30 a.m. to 2:00 p.m. The school is closed on Saturdays, Sundays, and the holidays. New student orientations are held on the day before the term at 10:30 a.m.



## Student Services

### New Student Orientation

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

### School Events

POLY holds students events at least once every two months. The events are for students to explore the nearby area, socialize, and make friends. The events are announced at least 20 days in advance. The events are subsidized, however, not fully paid by the school. Thus, a fee may apply. Events are subject to cancellation.

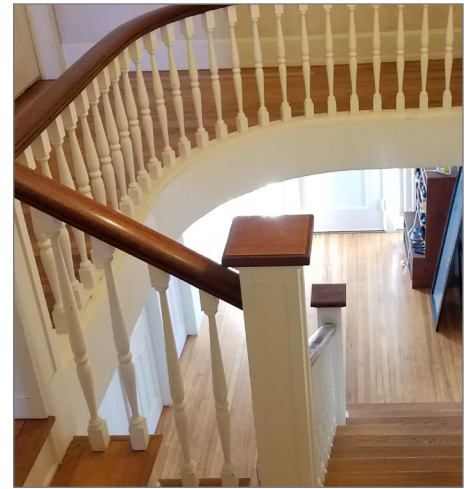
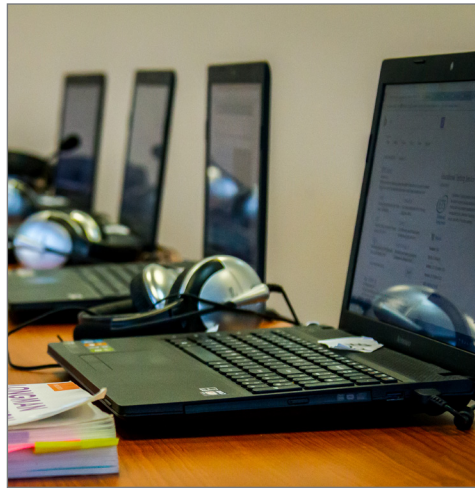
### Airport Transfers

POLY provides airport pick-up service from Los Angeles International Airport (LAX) to the POLY center you will be attending or to the place of your choice within 10 miles of the POLY center.

You must inform us of your flight information at least 10 days prior to your arrival date. Within 5 days of our receipt of your flight information, we will send you a confirmation email with a form as an attachment. The form has your flight and destination information for the driver who will be picking you up.

For international flights, it takes about 1 to 2 hours to clear the immigration and customs at the port of entry. After you clear the port of entry and reach the waiting area, look for a driver holding a sign with the POLY logo and your name.

For international flights, the driver is instructed to arrive 1 hour after your flight arrival time to offset your clearance time. In all cases when you cannot find the driver, call the number on the form sent to you as an attachment.



## Accommodations

POLY offers student residence and homestay. If you want your housing arranged in a timely manner, you should request the service at least 20 days prior to your desired move-in date. Please note that the type of housing, student residence or homestay, is not guaranteed, and a student will be placed in available housing.

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

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

## Student Residence

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

## Homestay

Homestay accommodations with English-speaking host families are available at all POLY centers. Homestay arrangements generally include two meals per day (breakfast and dinner), a private room with a bed, a desk, and more depending on the host family. Homestays are selected so that they are located within 40 minutes by public transportation from the POLY center. We mandate that you visit and interview host families before you move into the house. If you are not local and we have an available space for you in the Student Residence, we will book your first 30 days in Student Residence so you have time to visit and choose the host family of your choice. We will introduce up to 2 host families without any additional charge.

## Transcripts and Certificates

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

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

### Certificate of Achievement

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

### Certificate of Completion

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

## Computer Lab

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

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

## College or University Placements

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

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

## POLY Assurance Program

After successful completion of the advanced courses, R/W 601 & 602 and L/S 601 & 602, all courses with a "C" letter grade or better, you will be accepted to most community colleges and career schools.

We guarantee your English proficiency for higher education. If for any reason, you are not accepted to the college of your choice because of language skills, or simply feel that your English proficiency is not sufficient for college level studies, you may repeat the advanced courses free of charge.

In order to repeat the courses free of charge, in addition to the minimum grade requirement, you must have maintained 90% attendance for all the advanced courses, and continue to maintain the requirements. The Assurance Program expires after 60 days from the last day of the completion of the advanced courses. You will be eligible for a full refund for the courses registered under the program if you meet the requirements.

We are promising 160 hours of free education. When you choose POLY Languages Institute, we are assuring you that you will receive a quality education.

## MyPOLY

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

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

## Student Recordkeeping

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

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

## Director's Contact Line

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

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

## Tuition and Fees

### Application Fee

In order for an application to be processed, a non-refundable application processing fee must be paid with a completed application form. The fee is \$150 for F-1 students, and the fee is \$100 for all other students.

### Express Mailing Fee

POLY uses only a courier company that has a tracking system for delivery of acceptance packets, refund checks, and other sensitive documents.

There is a non-refundable Express Mailing Fee of \$65 for outside the US and \$30 for within the U.S. For mailing outside the U.S., if the courier company's published rate is greater than \$100, there is a surcharge equal to the exceeding amount.

### SEVIS I-901 Fee

For students applying for an F-1 visa, the SEVIS I-901 fee of \$200 must be paid directly to the SEVP administrator. The fee is independent of POLY Languages Institute.

### Rebooking Fee

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

### Tuition

Our ESL programs are a combination of courses, which are broken down with their tuition cost in the table below. The long-term tuition discounts are illustrated under the Long-Term Tuition Discounts by Program. For tuition refunds, refer to the Refund Policies and Procedures.

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

### Tuition by Course

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

Course	Instruction	Cost
Academic English	80 hours	\$720
Listening/Speaking	40 hours	\$360
Reading/Writing	40 hours	\$360
General English	40 hours	\$360
TOEFL Preparation	80 hours	\$720

### Long-Term Tuition Discounts by Program

The long-term tuition discount applies only if a full payment is made up-front. The tuition and discount by the number of terms (multiples of 4 weeks) are listed by program.

### Intensive Program

Total of 120 hours (30 hours per week)

No. of Weeks	Standard Tuition	Long-Term Disc		Amt Due After Disc
		Rate	Amount	
4	\$1,080	N.A.	N.A.	\$1,080
8	\$2,160	N.A.	N.A.	\$2,160
12	\$3,240	2%	\$65	\$3,175
16	\$4,320	2%	\$86	\$4,234
20	\$5,400	2%	\$108	\$5,292
24	\$6,480	4%	\$259	\$6,221
28	\$7,560	4%	\$302	\$7,258
32	\$8,640	4%	\$346	\$8,294
36	\$9,720	6%	\$583	\$9,137
40	\$10,800	6%	\$648	\$10,152
44	\$11,880	6%	\$713	\$11,167
48	\$12,960	8%	\$1,037	\$11,923

### Semi-Intensive Program

Total of 80 hours (20 hours per week)

No. of Weeks	Standard Tuition	Long-Term Disc		Amt Due After Disc
		Rate	Amount	
4	\$720	N.A.	N.A.	\$720
8	\$1,440	N.A.	N.A.	\$1,440
12	\$2,160	N.A.	N.A.	\$2,160
16	\$2,880	N.A.	N.A.	\$2,880
20	\$3,600	2%	\$72	\$3,528
24	\$4,320	2%	\$86	\$4,234
28	\$5,040	2%	\$101	\$4,939
32	\$5,760	2%	\$115	\$5,645
36	\$6,480	4%	\$259	\$6,221
40	\$7,200	4%	\$288	\$6,912
44	\$7,920	4%	\$317	\$7,603
48	\$8,640	4%	\$346	\$8,294

### Textbooks

Students must purchase the required textbooks for the courses by the first day of the term. The textbooks are often used for an entire level (two terms or 8 weeks). The average cost of textbooks per level is \$100 for the Semi-Intensive Program, and \$150 for the Intensive Program.

## Airport Transfer Fee

POLY arranges airport pick-up service from the Los Angeles International Airport (LAX) to the POLY Center the student will be attending or to the place of choice within 10 miles of the POLY Center.

The \$80 airport transfer service fee is due 20 days prior to the scheduled arrival date. If the service is requested after the 20 days, the airport transfer service fee is due at the time of requesting for the service. The fee is refundable if the student cancels at least 10 days prior to the scheduled arrival date.

## Accommodation Arrangement Fee

There is a non-refundable fee of \$200 for the accommodation arrangement service. The fee is due at the time of requesting for the service. The security deposit, rent, and other applicable fees must be paid in a timely manner as stated herein for the accommodations arrangement service to be carried out.

The type of housing is not guaranteed, and a student will be placed in available housing. This fee includes a one-time option to change, within 60 days of the first placement, from Student Residence to homestay or vice versa.

The housing arranged is only for the duration of the student's studies at POLY, and the student must move out within 30 days of the student's last day of attendance at the school.

## Security Deposit for Accommodations

For both Student Residence and homestay, there is a \$200 security deposit. The security deposit is due 20 days prior to the scheduled move-in date along with the rent and the completed lease agreement. If the Accommodation Arrangement service is requested after the 20 days, the security deposit is due at the time of requesting for the service.

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

## Rent

For initial rent, it is due 20 days prior to the student's scheduled move-in date along with the security deposit and the completed lease agreement. If the Accommodation Arrangement service is requested after the 20 days, the rent is due at the time of requesting for the service.

For Student Residence, a student may book between 30 and 120 days at a time. For any booking less than 30 days or change of rooms, there is a charge of \$40. Rooms are assigned on a first-come, first-served basis and renewals are NOT guaranteed. For homestay, the rate and the payment policy may vary.

The rent for the period booked is not refundable for Student Residence nor homestay. The rental rates based on the type of housing are as follows:

Type Center	Student Residence (30-Day Rate)	Homestay (Monthly Rate)
Irvine	Single..... \$780	Breakfast & dinner... \$1100
	Double..... \$690	Without meals..... \$900
Los Angeles	Single..... \$780	Breakfast & dinner... \$1100
	Double..... \$690	Without meals..... \$900
Pasadena	Single..... \$780	Breakfast & dinner... \$1100
	Double..... \$690	Without meals..... \$900

## Medical Insurance

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

## Miscellaneous Fees

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

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

## Standards of Conduct

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

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

### The List of Unacceptable Activities

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

### Bureau for Private Postsecondary Education

As a prospective student, you are encouraged to review this catalog prior to 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.

### Bankruptcy or Pending Bankruptcy Disclosures

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, nor has 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).

### Federal and State Financial Aid Programs

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.



## Student Tuition Recovery Fund Disclosures

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who are students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

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

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

## Amount of STRF Assessment

(a) Each qualifying institution shall collect an assessment of \$0 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 \$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 third-party payer shall not pay the STRF assessment to the qualifying institution.

(c) Except when an institution provides a 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.

## Placement Services

POLY Languages Institute does not provide any placement services.

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at POLY Languages Institute 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 programs 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.

## Complaint Procedure for BPPE

Any questions a student may have regarding this catalog 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.

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 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## General Terms and 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 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.

### Class Schedule

POLY does not guarantee registration to the classes offered due to the maximum number of students allowed by the school. The students interested in morning classes - which are generally higher in demand - should register as early as possible to secure their space. The registration is done on a first-come, first-served basis. Furthermore, POLY reserves the right to cancel classes at short notice due to insufficient demand, and place the student in appropriate level courses, which may be fewer hours and/or different classes. F-1 students are not relieved from the registration requirement as a full time student regardless of the reason.

### Changing Classes

After the first 3 days of a term, the student may not change classes unless classes are cancelled due to low enrollment.

### 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 is not liable in cases where POLY 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.

## Refund Policies and Procedures

### Refund Request

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

The refund check will be made payable to the entity or to the person from which the funds originated. If a student is applying through an educational counselor/agency, the refund will be made payable to the agency, unless POLY is instructed by the student's agency to pay the student directly.

### Basis for Refund

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

### STUDENT'S RIGHT TO CANCEL

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

### Withdrawal

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

### Early Withdrawal Fee

All F1 students are required to attend at least two terms (8 weeks). Otherwise, there is an early withdrawal fee of \$350.

### Recruiting Fee

For overseas (initial F-1 students) and/or students applying through their educational counselor/agency, in addition to Early Withdrawal Fee (if applicable), there is a recruiting fee of 35% of tuition for the initial period agreed to study for early withdrawal. The recruiting fee does not apply for continuing students (extending from the initial period) and transfer students applying on their own.

### 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 had never attended the school.



## F-1 Student Guidelines

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

### General Requirements

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

### Exiting the School Policy

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

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

### Leave of Absence Policy

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

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

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

### Traveling Outside the U.S.

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

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



## Admissions

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

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

For a student wishing to attend the school as an F-1 student, the Documentary Evidence of Financial Support (DEFS) is required - showing ability to pay for education and living expenses of the student and the living expenses of his/her spouse and children, if any, traveling with F-2 visas (dependents of student). For each term, the estimated Total Expense (TE) is \$2000 (sum of tuition, books, and living expenses) for the student and \$1000 (living expenses) per dependent.

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

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

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

- a personal bank statement;

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

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

- **Applying for an F-1 visa outside the U.S. (Initial)** - Upon obtaining a Form I-20, the student must pay the SEVIS I-901 fee prior to applying for an F-1 visa. Please visit <https://www.ice.gov/sevis/i901> for details. The student must then have a visa interview with the local U.S. consulate for an F-1 visa. For the interview, the student must bring the Form I-20, evidence of the SEVIS I-901 fee payment, a signed passport which must be valid for at least six months, a completed Form DS-156, and other applicable documents.
- **Changing to an F-1 visa in the U.S. (Change of Status)** - Upon obtaining a Form I-20, the student must file a Form I-539 with USCIS to change from the student's current non-immigrant status to an F-1 status. Please visit <https://www.uscis.gov/i-539> for details. The payment of SEVIS I-901 fee is also required.
- **Transferring with an F-1 visa (Transfer)** - If a student already has an F-1 visa, our administrative staff will fax the Notice of Intention to Transfer to the school the student is exiting for release of the student's record. However, it is the responsibility of the student to notify the school about his/her intention to transfer for a proper release. Upon release of the record, the new Form I-20 will be prepared.



## Why You Should Choose POLY!

1. **Small Classes** – Our goal is to maximize our students' talk time in their classes. We only allow up to 14 students per class.
2. **A Wide Range of Proficiency Levels** – We have 7 levels (6 ESL levels and TOEFL) and a variety of ESL courses to choose from. We are committed to opening a class with even as few as 3 student registrations.
3. **Conditional Agreements** – We have articulation agreements with many colleges. Upon completion of the POLY ESL program, students are accepted to colleges and career schools in place of the TOEFL or other standardized English proficiency tests.
4. **Assurance Program** – We stand by our program and offer free courses if you are not satisfied. We guarantee your English proficiency for your pursuit of higher education, colleges/universities. Refer to the POLY Assurance Program for the details.
5. **Great Teaching Faculty** – We conduct student surveys and classroom observations every term for quality control of our faculty. Teacher performance is our priority!
6. **Attentive Administrative Staff** – Our school specializes in catering to academically focused international students. We have a low number of students per administrator ratio so that we can better cater to the needs of our students.
7. **Serious Students** – Your classmates are very important in creating an environment conducive to your learning. We strive to accept only academically oriented students by discouraging applicants with other goals in mind.
8. **Web-based Information System** - MyPOLY is a web-based information system personalized for the convenience of students. It has comprehensive information, such as transcripts (attendance and grades), airport pick-up services, accommodation arrangements and more. The parents/guardians of a student are able to access MyPOLY to review the student's performance.
9. **Low Tuition and Fees** – Our tuition and fees are very affordable for the quality of teaching and amenities you will be receiving.
10. **Honest and Fair** – We keep our promises and are consistent with everything that is said in this catalog. Students have a direct line of communication with the Director through MyPOLY. POLY is the name you can trust.





## Choosing a Center

All three POLY centers are situated in Southern California, a well-known area worldwide. Southern California is home to many attractions such as Disneyland, Hollywood, Universal Studios, Los Angeles County Museum of Art (LACMA), Magic Mountain and much more. Southern California has nice warm weather, and many tourists frequent the southern coast for its great beaches, alongside the Pacific Ocean.

The Irvine, Los Angeles, and Pasadena centers encompass Downtown Los Angeles (L.A.), and they are within driving distance from Downtown L.A.

Downtown L.A. is the central business district of Los Angeles, California, located close to the metropolitan area. Downtown L.A. is the hub of the city's freeway network and growing Metro rapid transit system.

The unique features of each center and its distances from Downtown Los Angeles (LA) are provided below.

### POLY Languages Institute at Irvine

- Distance from Downtown Los Angeles: 38 Miles
- Universities Nearby: University of California, Irvine
- Noteworthy Feature: The Student Residence is situated walking distance away from Newport Bay.

### POLY Languages Institute at Los Angeles

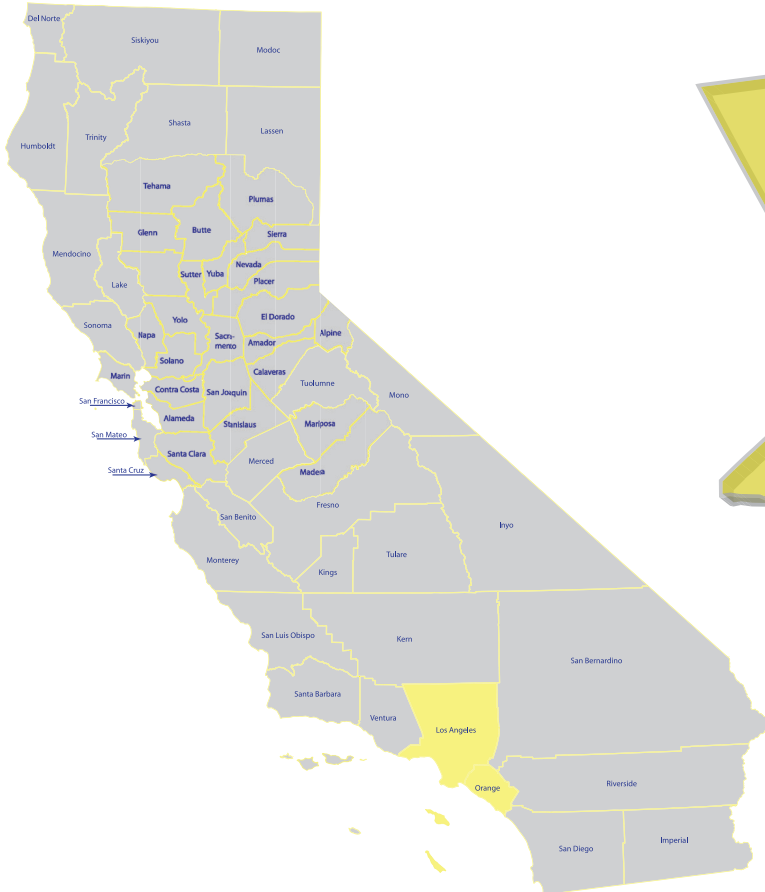
- Distance from Downtown Los Angeles: 10 Miles
- Universities Nearby: University of California, Los Angeles (UCLA), University of Southern California (USC)
- Noteworthy Feature: The school sits next to the Los Angeles County Museum of Art (LACMA) and the La Brea Tar Pits.

### POLY Languages Institute at Pasadena

- Distance from Downtown Los Angeles: 12 Miles
- Universities Nearby: California Institute of Technology (Caltech), Art Center College of Design
- Noteworthy Feature: The school is situated overlooking the San Gabriel Mountains and is on the same street where the Rose Bowl Parades are held.



## Study in Southern California!



### What If I Don't Like the Location I Chose?

All POLY centers have the same curriculum and administrative system. Furthermore, the transcript and tuition balance of a student is fully transferable. If you want to change a center, why not? We encourage our students to explore different parts of Southern California by studying at different POLY centers.



[www.POLYLanguages.edu](http://www.POLYLanguages.edu)

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