



POLY LANGUAGES INSTITUTE

18818 Teller Avenue, Suite 160, Irvine, CA 92612 | Tel: 949.474.7646 | www.polylanguages.edu

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2023 & 2022

INTENSIVE ENGLISH PROGRAM (6 LEVELS-144 HOURS)

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
2023	215	215	213	99.1%
2022	195	195	192	98.5%

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
2023	215	213	N.A.	N.A.	N.A.
2022	195	192	N.A.	N.A.	N.A.

Gainfully Employed 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
2023	N.A.	N.A.	N.A.
2022	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
2023	N.A.	N.A.	N.A.
2022	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
2023	N.A.	N.A.
2022	N.A.	N.A.



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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
2023	N.A.	N.A.
2022	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
2023	N.A.	N.A.	213	N.A.	N.A.	N.A.	N.A.
2022	N.A.	N.A.	192	N.A.	N.A.	N.A.	N.A.

Student's Initials: _____ Date: _____

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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.				
			\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information
2023	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
2022	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Student's Initials: _____ Date: _____

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Cost of Educational Program

Total Charges for the program for students completing on-time in 2023: \$1760

Total Charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 2022: \$1600

Total Charges may be higher for students that do not complete on-time.

Student's Initials: _____ Date: _____

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Federal Student Loan Debt

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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official's Signature

Date



Definitions

- “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.
- “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.
- “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.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “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.
- “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.
- “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.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “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.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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 less the cancellation fee of \$150. 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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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2023 & 2022

TOEFL TEST PREPARATION PROGRAM (288 HOURS)

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
2023	23	23	22	95.7%
2022	33	33	31	93.9%

Student's Initials: _____ Date: _____

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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
2023	23	22	N.A.	N.A.	N.A.
2022	33	31	N.A.	N.A.	N.A.

Gainfully Employed 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
2023	N.A.	N.A.	N.A.
2022	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
2023	N.A.	N.A.	N.A.
2022	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
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Institutional Employment

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2023	N.A.	N.A.
2022	N.A.	N.A.

Student's Initials: _____ Date: _____

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License Examination Passage Rates

The ESL/TOEFL 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
2023	N.A.	N.A.	22	N.A.	N.A.	N.A.	N.A.
2022	N.A.	N.A.	31	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
2023	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
2022	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.

Cost of Educational Program

Total Charges for the program for students completing on-time in 2023: \$3520.

Total Charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 2022: \$3200.

Total Charges may be higher for students that do not complete on-time.

Student's Initials: _____ Date: _____

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Federal Student Loan Debt

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Student's Initials: _____ **Date:** _____

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Student Name - Print

Student Signature

Date

School Official's Signature

Date



Definitions

- “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.
- “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.
- “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.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “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.
- “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.
- “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.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “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.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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 less the cancellation fee of \$150. 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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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2023 & 2022

INTENSIVE ENGLISH PROGRAM (6 LEVELS-144 HOURS)

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
2023	128	128	125	97.7%
2022	161	161	158	98.1%

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
2023	128	125	N.A.	N.A.	N.A.
2022	161	158	N.A.	N.A.	N.A.

Gainfully Employed 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
2023	N.A.	N.A.	N.A.
2022	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
2023	N.A.	N.A.	N.A.
2022	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
2023	N.A.	N.A.
2022	N.A.	N.A.



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Institutional Employment

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2023	N.A.	N.A.
2022	N.A.	N.A.

Student's Initials: _____ Date: _____

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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
2023	N.A.	N.A.	125	N.A.	N.A.	N.A.	N.A.
2022	N.A.	N.A.	158	N.A.	N.A.	N.A.	N.A.

Student's Initials: _____ Date: _____

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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.				
			\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information
2023	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
2022	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.

Cost of Educational Program

Total Charges for the program for students completing on-time in 2023: \$1760.

Total Charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 2022: \$1600.

Total Charges may be higher for students that do not complete on-time.

Student's Initials: _____ Date: _____

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Student Name - Print

Student Signature

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STUDENT'S RIGHT TO CANCEL from the Enrollment Agreement

STUDENT'S RIGHT TO CANCEL

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WITHDRAWAL

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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2023 & 2022

TOEFL TEST PREPARATION PROGRAM (288 HOURS)

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
2023	26	26	25	96.2%
2022	28	28	27	96.4%

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
2023	26	25	N.A.	N.A.	N.A.
2022	28	27	N.A.	N.A.	N.A.

Gainfully Employed 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
2023	N.A.	N.A.	N.A.
2022	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
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2022	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
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2022	N.A.	N.A.



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2022	N.A.	N.A.

Student's Initials: _____ Date: _____

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License Examination Passage Rates

The ESL/TOEFL 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
2023	N.A.	N.A.	25	N.A.	N.A.	N.A.	N.A.
2022	N.A.	N.A.	27	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
2023	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
2022	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.

Cost of Educational Program

Total Charges for the program for students completing on-time in 2023: \$3520.

Total Charges may be higher for students that do not complete on-time.

Total Charges for the program for students completing on-time in 2022: \$3200.

Total Charges may be higher for students that do not complete on-time.

Student's Initials: _____ Date: _____

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POLY LANGUAGES INSTITUTE

5757 Wilshire Blvd, Suite 510, LA, CA 90036 | Tel: 949.474.7646 | www.polylanguages.edu

Federal Student Loan Debt

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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official's Signature

Date



Definitions

- “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.
- “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.
- “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.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “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.
- “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.
- “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.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “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.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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 less the cancellation fee of \$150. 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.