Study in Southern California, U.S.A.

The Place to Learn English!

Catalog 2013

www.POLYLanguages.edu

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 Languages Institute, Inc., 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 has about 100 students enrolled per term. At least 7 classrooms and a computer lab are designated to serve our students' learning needs.

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.

Affiliations

- A private institution and that it is approved to operate by the Bureau for Private Postsecondary Education (BPPE)
- A Member of the Teachers of English to Speakers of Other Languages (TESOL)
- A Member of the National Association of Foreign Student Affairs (NAFSA)
- Authorized under federal law to enroll non-immigrant alien students

TESOL

AUTHORIZED UNDER FEDERAL LAW TO ENROLL NON-IMMIGRANT ALIEN STUDENTS

NAFSA

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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, 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 students' learning curve. The measure of POLY teachers' success is your academic achievements.

Who Should Apply?

We believe that the success of the educational goal by a student can be best achieved if the three parties (the teachers, the student's classmates, and the student) all approach educational objectives earnestly. The teachers must be dedicated, the classmates must be encouraging and motivating, and the student must endeavor to do his/her 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, many schools have students with different objectives in the same class. We will not 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 - focused on improving language proficiency and serious in achieving their educational objectives. We want to be remembered by you as the best place to study for your success.

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.

We recognize that our students come from diverse cultures and academic backgrounds and that every student has different strengths and weaknesses, focuses and needs. Our curriculum therefore is structured into distinct course types followed by test preparation courses:

- 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;
- Grammar courses where students focus on the structure of English;
- Elective courses where the focus is on American pronunciation, American idioms or introduction to TOEFL iBT;
- TOEFL iBT Test Preparation courses where students study all skills of English language and test taking strategies of the exam.

Each program consists of seven (7) levels: six (6) ESL levels and a TOEFL Prep course. POLY's ESL program is divided into three sub-programs that are designed to better cater to the workload desired by our students. Our Semi-intensive program offers only the core components of language learning. In the intensive program, students heighten their learning comprehension/retention by adding grammar to their core classes. Our Intensive Plus Program is our best offer since it provides core language components with additional challenging learning concepts like grammar, pronunciation or Idioms. The combination and intensity of this program will enrich student's language learning.

Sample Schedules

The POLY ESL programs consist of choosing classes from the listening/speaking series, the reading/writing series, the grammar series, the electives, and the test preparation classes (TOEFL iBT Intro and TOEFL iBT Prep).

Intensive Plus Program

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

ESL Course	Days	Time
Listening/Speaking	M-Fr	08:50 – 10:40 am
Reading/Writing	M-Fr	10:50 – 12:40 pm
Grammar	M-Fr	01:10 – 2:00 pm
Pronunciation or Idioms	M-Fr	02:10 – 3:00 pm

Intensive Program

Students study for 25 hours a week for a total of 100 hours of instruction per term.

ESL Course	Days	Time
Listening/Speaking	M-Fr	08:50 – 10:40 am
Reading/Writing	M-Fr	10:50 – 12:40 pm
Grammar	M-Fr	01:10 – 2:00 pm

Semi-Intensive Program

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

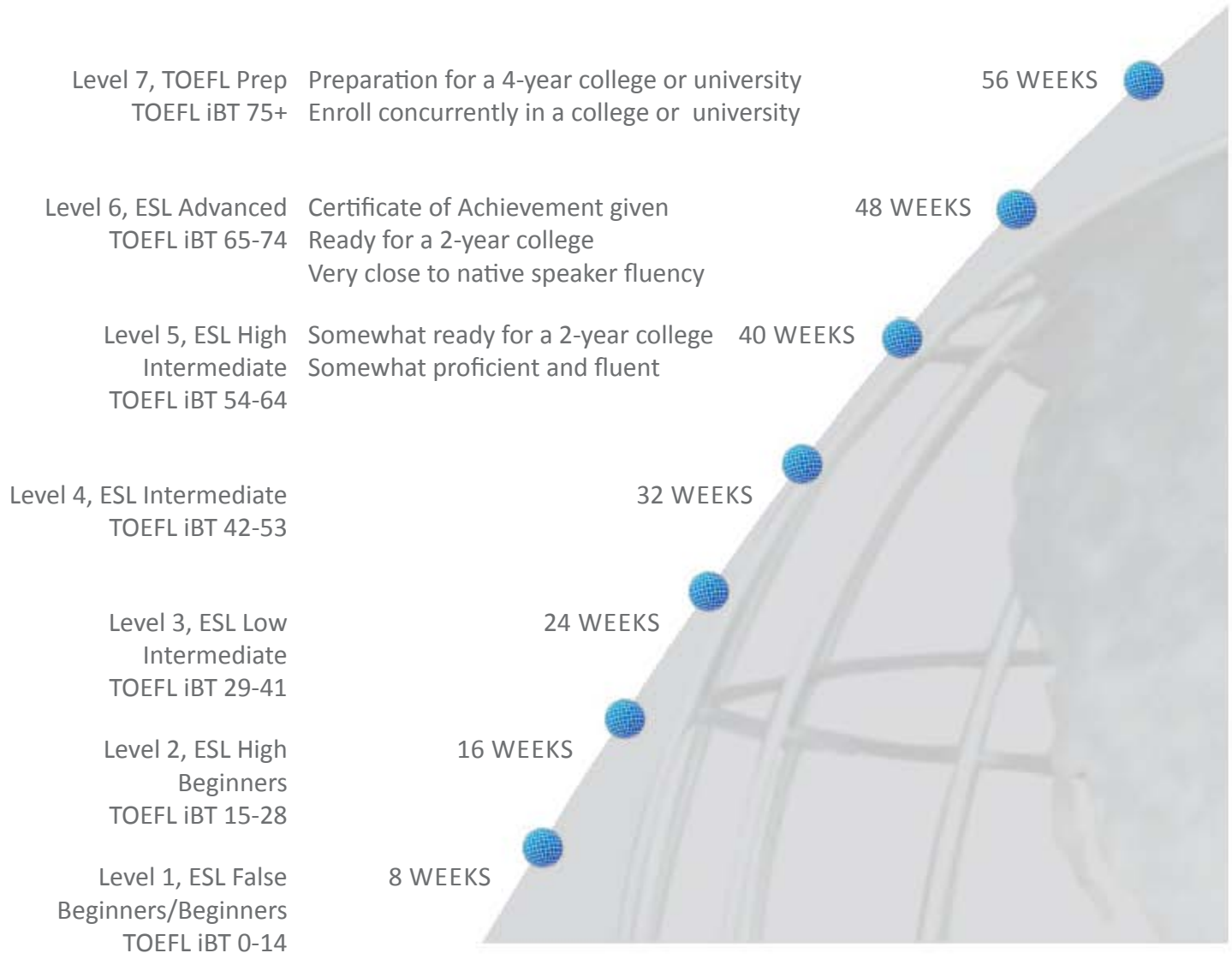
ESL Course	Days	Time
Listening/Speaking	M-Fr	08:50 – 10:40 am
Reading/Writing	M-Fr	10:50 – 12:40 pm

English Proficiency Assessment Test

A new student's level placement is based on the result of the English Proficiency Assessment Test (EPAT) provided by the school. The student is placed in the levels that best reflect the ability of the student broken down into two areas of his/her command of English language: reading/writing and listening/speaking. The student has the right to challenge the placement level and retake the EPAT, but may do so only once within the first two days of the first term the student is attending.

In place of the EPAT, the TOEFL iBT score may be provided to the school for placement. The placement structure is illustrated below under POLY Course Levels to TOEFL iBT. If the student has been accepted at a regular program of a community college or any 4-year university in the U.S., the student may be treated as a level 6 student. Any English as a Second Language (ESL) courses taken at a community college or a 4-year university will not be accepted.

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 listed with course codes, grouped by course type headings with its lecture hours and lab instructional hours, if applicable. Each clock hour of instruction or lab stated has a 10-minute recess; each instructional hour is 50 minutes long. For each course, after its description, there are prerequisites that students must complete with a passing grade of C or above. The last day of a term is reserved for courses with online finals.

Listening/Speaking series (Lecture: 40 hours)

Beginner (L/S 101, 102): Students will begin developing communicative competence in English by studying and practicing specific structures, vocabulary, and communicative functions such as introductions, likes and dislikes, describing people, talking about events and locations, and exchanging information. To reach these goals, students do listening drills and oral practice with classmates and their instructor. Focused vocabulary development and pronunciation work supplement these core conversation functions. Prerequisite: None

High Beginner (L/S 201, 202): Students continue developing communicative competence in English by studying and practicing specific structures, vocabulary, and communicative functions such as likes and dislikes, discussing plans, describing abilities and skills, and describing technology. To achieve this, students do role playing, group and pair work, and listening comprehension drills. Focused vocabulary development and pronunciation work supplement these core conversation functions. Prerequisite: L/S 102 or R/W 202

Low Intermediate (L/S 301, 302): Students further develop communicative competence in English by studying and practicing specific structures, vocabulary, and communicative functions such as describing personalities, discussing jobs, making requests, narrating a story, and talking about learning methods. To accomplish this, students do pair and group work, go through listening comprehension exercises, and speak in response to reading material. Focused vocabulary development and pronunciation work supplement these core conversation functions. Prerequisite: L/S 202 or R/W 302

Intermediate (L/S 401, 402): Students begin to focus on English competence for academic success. Through recordings on diverse themes and topics that stimulate critical thinking, including advertising, storytelling, culture, commerce, and humor, students build their listening skills for formal and informal discourse. They develop their speaking skills by exploring, analyzing, and explaining matters within these themes and topics. Vocabulary includes idioms and collocations, and pronunciation work supplements class discussion. Prerequisite: L/S 302 or R/W 402

High Intermediate (L/S 501, 502): Students continue developing their English competence for academic success. Through more challenging recordings on diverse themes and topics that stimulate critical thinking, including the media, personal obstacles, natural disasters, interviewing, and education, students expand their listening skills for formal and informal discourse. They also build their speaking skills by exploring, analyzing, explaining, and advocating matters in these themes and topics. Vocabulary includes idioms and collocations, and pronunciation work supplements class discussion. Prerequisite: L/S 402 or R/W 502

Advanced (L/S 601, 602): Students further develop their English competence for academic success. Through even more challenging recordings on diverse themes and topics that stimulate critical thinking such as addiction, cross-cultural insights, religion, business, and the arts, students hone their listening skills for formal and informal discourse. They also polish their speaking skills by exploring, analyzing, explaining, and advocating matters in these themes and topics. Vocabulary includes idioms and collocations, and pronunciation work supplements class discussion. Prerequisite: L/S 502 or R/W 602

Reading/Writing series (Lecture: 40 hours)

Beginner (R/W 101 & 102): This level is an introduction to academic English. The short, simple reading passages cover a variety of engaging themes and topics. Students will follow the convenient structure of academic style in order to read quickly and effectively. They will find the general topic, main point, supporting reasons, and examples. They will also practice making inferences and drawing conclusions. They will go on to respond by writing their own thoughts in short sentences and paragraphs, working toward writing fluently. These skills will make English much less mysterious. Prerequisite: None

High Beginner (R/W 201 & 202): In this level, students will take more steps in academic English through assignments in a variety of themes and topics, including Internet social networking, art, small businesses, and city planning for traffic. In each unit, students will read two passages from different points of view on a topic and compare them. Students will then be guided step by step to use certain points in writing style and grammar to write their own thoughts on the same topic. Styles include sentences, simple paragraphs, personal letters, space and time order, comparison, and expressing an opinion. Grammar points include common verb tense forms, pronouns, and questions. Prerequisite: R/W 102 or L/S 202

Low Intermediate (R/W 301 & 302): Students will develop their academic communication in English through assignments in a variety of engaging themes and topics - including finding the ideal job, making money, netiquette, organic fruit and vegetables, and winter blues. In each unit, students will read two passages from different points of view on a topic and then compare them. Students will then be guided step by step to use certain points in grammar and style to write their own thoughts on the topic. Styles include transition words, punctuation, and direct speech. Grammar topics include comparative adjectives, verbs plus gerunds and infinitives, and count and non-count nouns. Prerequisite: R/W 202 or L/S 302

Intermediate (R/W 401 & 402): Students will develop further competence in academic English through assignments in a variety of themes and topics - including advertising, medical fraud, gender behavior, humor, and crime and punishment. In each unit, students will read two passages from different points of view on a topic and then compare them. After studying some points in writing style and grammar, students will be guided step by step to use them to write their own thoughts on the topic. Styles include summary writing, comparing and contrasting, and parallel structure. Grammar topics include choosing between similar verb tenses, using superlatives, and forming noun clauses. Prerequisite: R/W 302 or L/S 402

High Intermediate (R/W 501 & 502): Students will develop analytical skills while continuing to build language competence through the study of intellectually challenging reading and writing exercises structured around stimulating themes such as the media, medicine, philanthropy, education and food. Additionally, students will produce writing through the process of generating ideas, organizing and drafting content, revising, and editing for grammar and mechanics. Prerequisite: R/W 402 or L/S 502

Advanced (R/W 601 & 602): Students will develop analytical skills while continuing to build language competence through the study of intellectually challenging reading and writing exercises structured around stimulating themes such as addiction, utopian movements, trends, business, and the arts. Additionally, students will produce writing through the process of generating ideas, organizing and drafting content, revising, and editing for grammar and mechanics. Prerequisite: R/W 502 or L/S 602

Grammar (Lecture: 20 hours)

Beginner (GR 101, 102): These courses are an introduction to basic English grammar. The goal is for students to build a smooth, clear, easy-to-use, and easy-to-remember foundation for their spoken and written English. Specifically, in spoken and written exercises, students use everyday language and situations to practice and establish good usage in full sentences with subject-verb agreement (singular and plural), basic verbs and verb tenses (including irregular verbs) in the present and past time, countable and non-countable nouns, “a/an” and “the,” and pronouns. Prerequisite: None

High Beginner (GR 201, 202): In this level, students continue to build their everyday English foundation while increasing their skill and confidence in speaking and simple writing. The following topics are covered: verbs in the past and future time; modal verbs for ability, advice, necessity, requests, and suggestions; adding descriptions to nouns, including how much and how many; possessive terms; “if” sentences; and sentences that make comparisons. Prerequisite: L/S 102, R/W 102, or GR 102

Low Intermediate (GR 301, 302): Students step into English usage for more complicated and varied situations. To do this, they speak and write sentences that are more complex. Specifically, students practice more verb tenses (including more irregular verbs) in present, past, and future time; types of questions; noun and pronoun usage in different parts of the sentence (including subject-verb agreement, how much, and how many); "if" sentences; and modal verbs for ability, possibility, permission, requests, advice, necessity, prohibition, logical conclusions, commands, and preferences. Prerequisite: L/S 202, R/W 202, or GR 202

Intermediate (GR 401, 402): Students continue to use English for more complicated and varied situations. In this level, students connect more ideas into sentences, refine the sentences that make comparisons, practice countable and non-countable nouns and infinitives to tell more about a verb's action or situation, make passive verbs and know when to use them, and build sentences with more than one subject-verb set to distinguish between more-important information and less-important details (main clauses, adjective clauses and noun clauses). Prerequisite: L/S 302, R/W 302, or GR 302

High Intermediate (GR 501, 502): Students come to a more-complete skill and acquaintance with the necessary English forms and usages for complicated and unpredictable situations. In detail, students increase their choices in verb tenses, including passive verbs and when to use them; subject-verb agreement; nouns (countable and non-countable, "a/an" and "the," and quantities); and modal verbs. Prerequisite: L/S 402, R/W 402, or GR 402

Advanced (GR 601, 602): Students come to a near-complete skill and acquaintance with the necessary English forms and usages for complicated and unpredictable situations. By doing exercises, students expand their use of complex sentences including dependent clauses for different levels of importance and details (adjective clauses, noun clauses, and adverb clauses); gerunds and infinitives after verbs; parallel structures inside sentences; connections from one complete sentence to the next for cause and effect, contrast, and condition; and connections within a sentence for conditions and wishes. Prerequisite: L/S 502, R/W 502, or GR 502

Pronunciation (Lecture: 20 hours)

Beginner (EPr 101, 102): Students are introduced to American English sounds, the area where non-native speakers often lack and need to overcome to pass as a native speaker. All sounds are introduced with their pronunciation keys. There will be a lot of drills to practice and exercises introduced to perfect the sounds learned. Idioms are taught through a variety of exercises so that the students can use and pronounce them correctly. Prerequisite: None

Intermediate (EPr 201, 202): Students will review and continue to practice all individual sounds. Additionally, stress and intonation are taught so that the students can speak like a native speaker. Prerequisite: L/S 202, R/W 202, or EPr 102

Idioms (Lecture: 20 hours)

Intermediate (EId 301, 302): Idioms that are prevalent in everyday language, as well as more complex, though equally common, phrasal verbs are introduced. Idioms and phrasal verbs are learned in context and students are taught idioms through a variety of exercises and activities. Correct pronunciation with proper stress and intonation, as well as individual sounds, are taught so that the idioms learned can be spoken like a native speaker. Prerequisite: L/S 202, R/W 202, or EPr 202

High Intermediate (EId 401, 402): Students will recognize and correctly use advanced level idioms that are prevalent in everyday language, as well as more complex, though equally common, phrasal verbs. Idioms and phrasal verbs are learned in context, and their origins will be studied. Stress and intonation, as well as individual sounds, are taught to speak like a native for the idioms and phrasal verbs introduced. Prerequisite: L/S 302, R/W 302, or EId 302

TOEFL Intro (Lecture 40 hours)

TOEFL (TF 501, 502): The courses are an overview of the high intermediate-level speaking, listening, reading and writing skills and an introduction to succeed on the TOEFL iBT. Test-taking strategies are introduced, but the focus is to develop continuously the four skills of English proficiency required to succeed in future academic endeavors. Prerequisite: R/W 402 or L/S 402

TOEFL (TF 601, 602): The courses are an overview of advanced-level speaking, listening, reading and writing skills and an introduction to succeed on the TOEFL iBT. Test-taking strategies are introduced more in depth, but the focus is to develop continuously the four skills of English proficiency required to succeed in future academic endeavors. Prerequisite: R/W 502 L/S 502 or TF 502

TOEFL Prep (Lecture and Lab: 64 and 16 hours)

TOEFL (TF 701, 702, 703, 704): The courses are a comprehensive overview of advanced-level speaking, listening, reading and writing skills needed to succeed on the TOEFL iBT exam. Through an intense review of test-taking strategies and skills, the student will develop a high level of general language ability in both receptive (listening and reading) and productive (speaking and writing) skill areas to achieve a satisfying TOEFL score. This course is accompanied with the computer lab where you are required to take three complete simulated TOEFL iBT exams and a final, which is to assess the student only based on the materials covered in class. The simulated exams taken will be reviewed in class so that the student knows the areas needed to improve. Prerequisite: R/W 502, L/S 502, or TF 502

Attendance and Academic Progress Policy

POLY Languages Institute, Inc. (POLY) has minimum academic performance and attendance 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

The student is considered to be on probation for "poor attendance," if the student's cumulative attendance falls below 80%. Should the student's average attendance fall 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 of 2.0 cumulative GPA 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

A student may repeat a course only once. However, the student may repeat level one twice for true beginners - and level six for refining their skills to be better prepared for higher education. Furthermore, the student cannot go more than a level down from the level completed. The student 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

For most courses, the final grade for a course is determined by the weighted letter grades of the student's attendance and exams (midterms and finals).

The letter grade of student's attendance for the term is converted from the quotient of number of days present over the number of course days scheduled according to the Grade Conversion Table.

The student is marked as tardy should he/she miss more than 5 minutes but less than 30 minutes of the scheduled class time due to late arrival or early departure. Four tardies are equivalent to one absence.

The student who withdraws from a course will receive the symbol "W" (Withdrawal) for the course, which has no impact on the GPA. The credit hours for the course are counted as "attempted but not achieved".

The grading rubric varies depending on the courses. The following formula is only an example:

Course Grade= 40% (Attendance) + 30% (Midterm) + 30% (Final)

Grade Conversion Table

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

POLY School Calendar 2013

JANUARY

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

Jan 1: New Year's Day

Jan 2: Orientation

Term 1: Jan 3 - Jan 30

Jan 21: Martin L. King Day

Jan 31: Orientation

FEBRUARY

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

Term 2: Feb 1 - Feb 28

Feb 16: Ski/Snowboard

Feb 18: Presidents' Day

MARCH

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

Mar 1: Orientation

Term 3: Mar 4 - Mar 29

APRIL

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

Apr 1: Orientation

Term 4: Apr 2 - Apr 29

Apr 20: Magic Mountain Theme Park

Apr 30: Orientation

MAY

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

Term 5: May 1 - May 28

May 27: Memorial Day

May 29: Orientation

Term 6: May 30 - Jun 26

JUNE

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

Jun 15 or 22: Baseball Game (Angels or Dodgers)

Jun 27: Orientation

Term 7: Jun 28 - Jul 25

JULY

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

Jul 4: Independence Day

Jul 26: Orientation

Term 8: Jul 29 - Aug 23

AUGUST

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

Aug 17: Beach BBQ

Aug 26: Orientation

Term 9: Aug 27 – Sep 23

SEPTEMBER

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

Sep 2: Labor Day

Sep 24: Orientation

Term 10: Sep 25 - Oct 22

OCTOBER

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

Oct 14: Columbus Day

Oct 23: Orientation

Term 11: Oct 24 - Nov 20

Oct 31: Halloween Party

NOVEMBER

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

Nov 11: Veterans Day

Nov 28 & 29: Thanksgiving Day & Day After

Nov 21: Orientation

Term 12: Nov 22 - Dec 20

DECEMBER

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

Dec 20: Year End Dinner

Dec 25: Christmas Day

* The school office hours are Monday through Friday, 8:30 am – 5:30 p.m. The school is closed on the holidays.

Student Services

New Student Orientation

An orientation for new students is held every term at 10:00 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

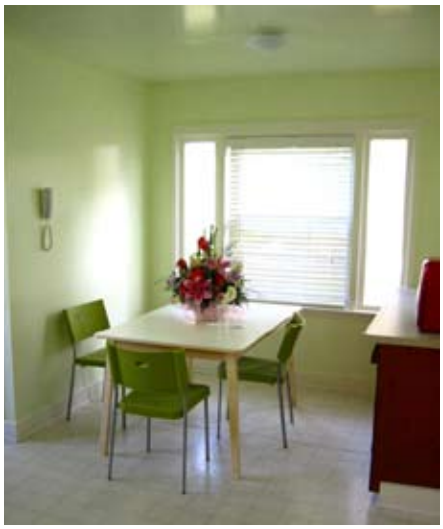
All excursions held will be a joint event of all three centers, POLY at Irvine, POLY at LA, and POLY at Pasadena, except for the Halloween Party and other unofficial events held locally by each center. The school events are subsidized, not fully paid, by the school for the students; there will be a fee for the students. The details about the events, including the fees if any, will be announced 10 – 20 days prior to the events. The events are subject to change and 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 ten (10) days prior to your arrival date. You should receive the confirmation email at least five (5) days prior to your scheduled arrival date. Upon your arrival at Los Angeles International Airport (LAX), expect about an hour or two before you are released from the Port of Entry (going through required procedures). After you are cleared through the Port of Entry, look for the POLY representative holding a sign with the POLY logo and your name.

For international flights, the driver is instructed to arrive one hour after the flight arrival time to offset the release time. In all cases when you cannot find the driver, call the number in the acceptance package you received.



Accommodations

POLY offers student residence and homestay accommodation options. You may request the Accommodation Arrangement Service on the Application Form; payment is due 20 days prior to your planned move-in date so that appropriate accommodations can be arranged. You should receive the confirmation letter about 10 days prior to your scheduled move-in date.

The center you plan to attend must be notified of your check-in time if you are not arranging the airport transfer service with us. The check-in time must be between 8:00 am - 10:00 pm. If not, you must arrange your own accommodation for the night. If you have requested the airport transfer service from us, we can recommend and help you book a motel/hotel near us.

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 students have full access to the kitchen. The students 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). The students must provide their own bed set (pillow, cover, and blanket) 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 30 minutes by public transportation from the POLY center. We strongly recommend that you visit and interview host families before you move in to the house. If you are not a local, book the first 30 days in Student Residence so that you may visit and choose the host family of your choice. We will introduce up to three (3) host families.

Transcripts and Certificates

The transcript with our seal is the POLY 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, the final exam grade, and the final grade for the course 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) at least two of three of our most advanced level series of courses: R/W 601 & 602, L/S 601 & 602, and TF601 & TF602. This certificate serves as our testament that the student has demonstrated proficiency in all four areas 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, 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 Collge
- El Camino Community College
- Fullerton College
- Glendale Community College
- Los Angeles Trade - Tech Community College
- Orange Coast College
- Pasadena City College
- Saddleback College
- University of the West
- West Los Angeles College

POLY's Assurance Program

After you successfully complete the advanced courses, R/W 601 & 602 and L/S 601 & 602, with "C" and 85% attendance or better, you will be accepted to most community colleges and career schools.

We are guaranteeing your English proficiency for your pursuit of higher education. If for any reason, you are not accepted to the college of your choice because of your 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.

However, you are required to register for the advanced courses, R/W 601 & 602 and L/S 601 & 602, within 60 days after your completion of the courses and maintain "C" and 85% attendance or better for all 4 courses for a full refund. The school refund policy will apply as stated in the enrollment agreement.

We are promising 20 hours per week for 8 weeks 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 students may access their current and previous schedules, grades, payment history, services requested and take their final exams - all with the click of a mouse! Students no longer need to be at the school and wait in line to find such information, they only need to log onto MyPOLY.

In order to use the system, a student must have been accepted to the school and have a valid e-mail address on the application form. Upon acceptance, a password is sent to the student's e-mail account. Please be aware that depending on the student's email server, the e-mail with the MyPOLY password might be treated as spam or junk mail. Students are advised to check their spam or junk mail box before contacting the school.

Student Recordkeeping

POLY Languages Institute, Inc. (POLY) keeps electronic student records and transcripts permanently. POLY keeps hard copies of student records onsite for five (5) 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 record 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 thirty (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

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. For refunds, please refer to the Terms and Conditions.

The tuition is due 20 days prior to the scheduled start date or at the time of registration. For continuing students, the tuition is due at the time of registration.

Tuition for the Courses

Course	Instructional	Lab	Cost
Listening/Speaking	40 hours	N.A.	$330
Reading/Writing	40 hours	N.A.	$330
Grammar	20 hours	N.A.	$165
Electives	20 hours	N.A.	$165
TOEFL Intro	40 hours	N.A.	$330
TOEFL Prep	64 hours	16 hours	$660

Application Fee

In order for your application to be processed, you must include a non-refundable $75 application fee with your completed application form. This application fee is waived if the student is deferring the start date within 100 days - or has attended POLY previously and is reapplying and starting within 180 days of the student's last day of registration at POLY.

Processing Fee/Rebooking Fee

For a student wishing to attend the school as an international F-1 student, there is a non-refundable processing fee of $35. Additional processing/rebooking fees apply when there are changes in term start date, airport transfer service date, accommodation move-in date, or the center (inter-center transfer). This processing fee will also apply for a continuing student who is returning within 180 days but has failed to preregister for courses.

SEVIS I-901 Fee

The SEVIS I-901 fee of $200 must be paid directly to the SEVP administrator for those, with an initial Form I-20, applying for a student F-1 visa. Should the student wish that the school pay on the student's behalf, the student must provide the credit card information to which the student wishes the charge be made. The school will send the receipt of the payment enclosed in the acceptance package. The fee is independent of POLY Languages Institute. Please visit www.fmjfee.com for details.

Express Mailing Fee

Unless you pick up the acceptance package in person, we allow the delivery of the acceptance package or any refund checks only by courier companies that have a tracking system ensuring its delivery. The non-refundable express mailing fees are as follows: Outside the US: $65; Within the US: $30.

Airport Transfer Fee

POLY provides airport pick-up service from the 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. The $110 airport transfer service fee is due 20 days prior to your scheduled arrival date. If you cancel 10 days prior to your scheduled arrival date, there will be a full refund.

Textbooks

Students must purchase the required textbooks for the courses by the second 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 $80 for the Semi-Intensive Program, $110 for the Intensive Program, and $140 for the Intensive Plus Program.

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 program, please visit www.intlstudentprotection.com or call their toll free number at 1-877-738-5787.

Other Fees

We provide 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 Student Service Request form with applicable fees, if any. The requested documents may be picked up from the administration office between 5 and 30 days after submitting the request. Any requested document or item not picked up within 30 days will be discarded.

Accommodation Arrangement Fee

There is a non-refundable fee of $200 to arrange your accommodation. The fee is due 20 days prior to your desired move in date. 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 40 days of your 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 registration at the school.

Security Deposit for Accommodations

For both Student Residence and homestay, there is a $200 security deposit together with the Accommodation Arrangement Fee. The security deposit will be held by the school and paid to the parties agreed by the student and the landlord within 30 days from the date of a written request. If there be a dispute between the student and the landlord, the deposit will be held by the school until it is settled by them. The refund can be requested only after the student has moved out but within 10 days of the check out date. For homestay, a release letter from the host family is required.

There will be charges against the security deposit for any damages and cleaning services needed to restore the rental to its original condition. For Student Residence, there is a charge of $65 against the security deposit for a bedding set unless the student states in writitng at least two days prior to the scheduled check in date that they do not need it.

Rental Rates

For Student Residence, a student may book up to 120 days at a time. For any booking less than 30 days or change of rooms, there is a charge of $35. For a new student, the rent for the period booked is due 20 days prior to the student's scheduled move-in date. For a continuing student, the rent is due at the time of booking. Rooms are assigned on a first-come first-served basis and guaranteed only for the periods booked.

For homestay, the first month's rent is due 20 days prior to the student's scheduled move-in date. Thereafter, the rent is due on a monthly basis. The monthly rate for homestays is subject to change, and the payment policy for each homestay may vary.

The rent for the period booked is not refundable for both Student Residence and a 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 Double..... $690	Breakfast & dinner... $900 Without meals..... $800
Los Angeles	Single..... $780 Double..... $690	Breakfast & dinner... $900 Without meals..... $800
Pasadena	Single..... $780 Double..... $690	Breakfast & dinner... $900 Without meals..... $800

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

Long-Term Tuition Discounts by Program

The long-term tuition discount applies only one time for new students. Thereafter, tuition is due term by term.

Intensive Plus Program (30 hours/week)

No. of Weeks	Standard Tuition	Long-Term Disc		Amt Due After Disc
		Rate	Amount	
4	$990	N.A.	N.A.	$990
8	$1,980	N.A.	N.A.	$1,980
12	$2,970	N.A.	N.A.	$2,970
16	$3,960	3%	$119	$3,841
20	$4,950	3%	$149	$4,801
24	$5,940	3%	$178	$5,762
28	$6,930	5%	$347	$6,583
32	$7,920	5%	$396	$7,524
36	$8,910	5%	$446	$8,464
40	$9,900	7%	$693	$9,207
44	$10,890	7%	$762	$10,128
48	$11,880	7%	$832	$11,048

Intensive Program (25 hours/week)

No. of Weeks	Standard Tuition	Long-Term Disc		Amt Due After Disc
		Rate	Amount	
4	$825	N.A.	N.A.	$825
8	$1,650	N.A.	N.A.	$1,650
12	$2,475	N.A.	N.A.	$2,475
16	$3,300	3%	$99	$3,201
20	$4,125	3%	$124	$4,001
24	$4,950	3%	$149	$4,801
28	$5,775	3%	$173	$5,602
32	$6,600	5%	$330	$6,270
36	$7,425	5%	$371	$7,054
40	$8,250	5%	$413	$7,837
44	$9,075	7%	$635	$8,440
48	$9,900	7%	$693	$9,207

Semi-Intensive Program (20 hours/week)

No. of Weeks	Standard Tuition	Long-Term Disc		Amt Due After Disc
		Rate	Amount	
4	$660	N.A.	N.A.	$660
8	$1,320	N.A.	N.A.	$1,320
12	$1,980	N.A.	N.A.	$1,980
16	$2,640	N.A.	N.A.	$2,640
20	$3,300	3%	$99	$3,201
24	$3,960	3%	$119	$3,841
28	$4,620	3%	$139	$4,481
32	$5,280	3%	$158	$5,122
36	$5,940	3%	$178	$5,762
40	$6,600	5%	$330	$6,270
44	$7,260	5%	$363	$6,897
48	$7,920	5%	$396	$7,524

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 work or 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, but not limited to, 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 of 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 two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars ($1,000) or less, the assessment is two dollars and fifty cents ($2.50).

(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, 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.

Terms and Conditions

The students are subject to the school standards of conduct, policies and procedures, the Student Residency Policy (if the student resides in the housing), 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.

Classes 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 based 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 registration requirement as a full time student regardless of the reason.

Changing Classes

After the first 2 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".

Student Residency Policy

The period of stay is guaranteed only for the period booked. After the first initial booking, the student must pay the full amount in order to book, and the booking is done based on a first-come, first-served basis. Students living in the Student Residence are subject to the *Dorm Rules and Regulations*. A student in violation of the rules and regulations may result in eviction and termination from school without refund.

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 Policy and Procedure

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. We use 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 you are applying through an educational counselor/agency, the refund will be made payable to the agency, unless we are instructed by your agency to pay you directly.

Basis for Refund

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

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 $165.

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).

Registration Requirement for F-1 Students

Nonimmigrant F1 students are required to attend at least two terms (8 weeks) prior to requesting a transfer. Otherwise, there is an early transfer fee of $350. Additionally, for F-1 students applying from overseas, there is a recruiting fee of 35% of tuition for the period of the program indicated on the application form for early withdrawal. The fee will not apply if you are a continuing student - extending from the initial period enrolled - or a student applying for an F-1 visa outside the U.S. whose visa is denied.

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.

Student Policy

In addition to the policies stated herein, F-1 students must comply with the terms and conditions of their F-1 visa. The student who fails to meet any of the regulatory requirements by the U.S and the school will be out of status and terminated in SEVIS.

General Policy (F-1 Students)

- Enroll by the 2nd day of every 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 amount agreed upon in order to undertake the courses in a timely manner; an initial student must report within 30 days and a transfer student must report within 15 days prior to program start date. 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 (F-1 Students)

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 2nd day of the term required to register. The student's cumulative attendance and GPA will be reviewed and closed out in SEVIS accordingly.

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; a letter or a form that expresses only intent to transfer is not sufficient. The student's record will be released to the school within 7 days of the student's last day of registration. If the student does not meet the minimum attendance and/or academic requirement, the student will be released terminated.

Leave of Absence Policy (F-1 Students)

A student, who plans to continue his/her studies, may request a leave of absence or take less than the required course load (less than 18 hours of instruction per week) for a session by completing the *Vacation/Drop below Full Course Load Request Form*. Whether or not such a request is approved will be determined within 7 days from the date of submission. Leave of absence from school cannot be abused to extend the student's transfer period between schools. The school reserves the right to decline the student's request for a vacation for any reason. For details, please review the *Vacation/Drop below Full Course Load Request Form*.

Absence from the US

A student may be relieved from the registration requirement if the student's absence from the U.S. is greater than 30% of the period for the term(s) indicated. The student must submit in writing for each term for the period not in the U.S. 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 Reason

A student who needs to take a reduced course load or no course load for medical reasons must provide the school an official letter from a licensed physician. The letter must indicate the reason why the student should not take a full course load. A leave of absence due to medical reason(s) cannot exceed a total of 4 terms for the entire time that the student is enrolled at the school.

Standard Vacation

A student who has completed a minimum of 900 clock hours is eligible for up to 60 days (2 terms) of vacation. Such hours completed must be from consecutive registered terms without a break, and the number of hours registered for each term must be 20 hours or greater. The term(s) that the student is requesting to be excused from must immediately follow the consecutive terms completed.

Traveling Outside the U.S. (F-1 Students)

A continuing student who has a multiple entry F-1 visa (not the F-1 visa obtained by the 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 the student reenters the United States.
- The student returns and resumes his/her studies within four (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 spouse and children, if any, traveling with F-2 visas (dependents of student). For each term, the estimated Total Expense (TE) is $1800 (sum of tuition, books, and living expense) for the student and $800 (living expense) per dependent.

For an initial, an initial Change of Status (COS), or a reinstating student, the DEFS fund for the student must cover at least six (6) terms of the estimated total expense for acceptance.

For a transfer student, released in status, the DEFS must cover at least 2 terms of his/her studies at POLY for acceptance. Additionally for the transfer student, two or more bank statements showing regular deposits, along with a letter from the student explaining the sources of the money to the account will suffice.

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

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

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

- **Applying for an F-1 visa outside the U.S. (Initial)** - Upon obtaining a Form I-20, the student must pay the SEVIS I-901 fee prior to applying for an F-1 visa. Please visit http://www.fmjfee.com for details. The student must then have a visa interview with the local U.S. consulate for an F-1 Visa. For the interview, the student must bring the Form I-20, evidence of the SEVIS I-901 fee payment, a signed passport which must be valid for at least six months, a completed Form DS-156, and other applicable documents.
- **Changing status to F-1 Visa in the U.S. (Initial COS)** – Upon obtaining a Form I-20, the student must file a Form I-539 (available online at http://www.uscis.gov/files/form/i-539.pdf) with USCIS to change from the student's current non-immigrant status to an F-1 status. The payment of SEVIS I-901 fee is also required.
- **Transferring with an F-1 visa** - 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** – Generally, we have 8-15 students per class, as opposed to 20+ students per class, which is often the case of ESL programs at community colleges or universities.
2. **Many Levels** – We offer courses that are more diverse. 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 three (3) student registrations.
3. **Conditional Agreement** – 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 are guaranteeing your English proficiency needed for your pursuit of higher education, colleges/universities, if you complete our ESL Program. Refer to the POLY Assurance Program for the details.
5. **Great Teaching Faculty** – We conduct teacher evaluations 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. **Great 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 objectives 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 (attendances 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 but High Quality** – Our tuition is 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 thru 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, LA, and Pasadena centers encompass and are within short driving distance from Downtown Los Angeles (LA). Downtown LA is the central business district of Los Angeles, California, located close to the metropolitan area. Downtown 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.

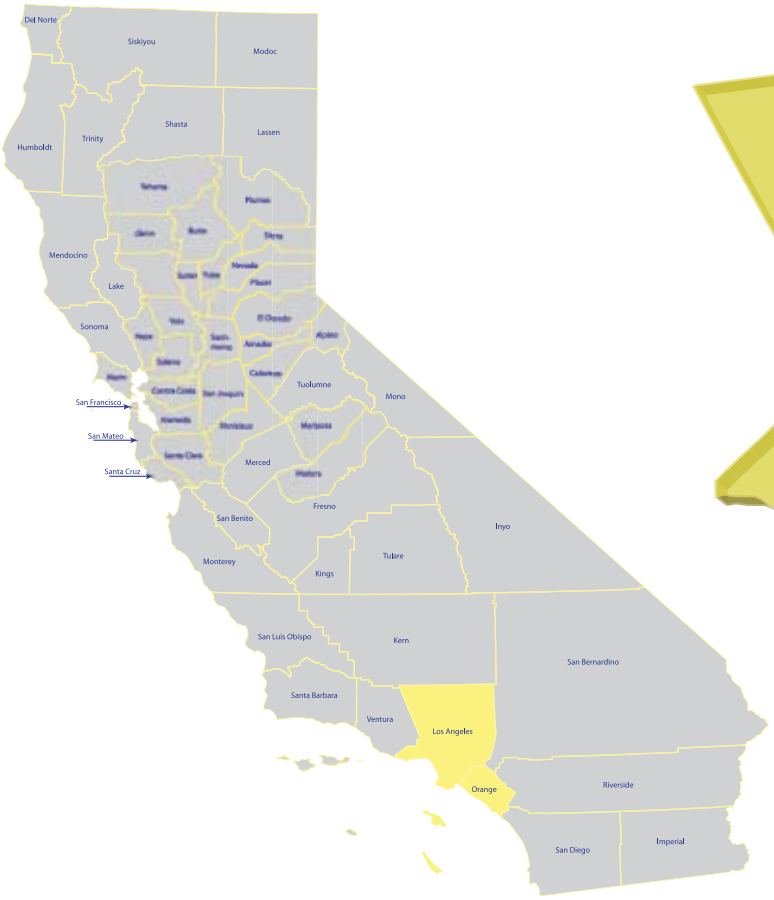
POLY Languages Institute at Los Angeles

- 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), The Art Center College of Design
- Noteworthy Feature: The school is situated overlooking the San Gabriel Mountains.

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 our different POLY centers.

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