

POLY Languages Institute

Application for Admission 2016



ADMISSION POLICIES AND PROCEDURES

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

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

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

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

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

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

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

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

- Applying for an F-1 visa outside the U.S. (Initial) - Upon obtaining a Form I-20, the student must pay the SEVIS I-901 fee prior to applying for an F-1 visa. Please visit <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 to an F-1 visa in the U.S. (Change of Status) – Upon obtaining a Form I-20, the student must file a Form I-539 (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 (Transfer) - If a student already has an F-1 visa, our administrative staff will fax the Notice of Intention to Transfer to the school the student is exiting for release of the student's record. However, it is the responsibility of the student to notify the school about his/her intention to transfer for a proper release. Upon release of the record, the new Form I-20 will be prepared.

APPLICATION FOR ADMISSION CHECKLIST

- Completed Application for Admission Form (The form is completely filled out legibly and signed where applicable)
- Photo Identification (Photocopy of your passport or driver's license of any U.S. state)
- High School Diploma or Transcript of Higher Education (Students less than 18 years of age)
- Proof of Financial Eligibility (All F-1 Visa students)

SEND COMPLETED APPLICATION AND CORRESPONDING DOCUMENTS TO:

POLY Languages Institute at Irvine
18818 Teller Ave., Suite 160
Irvine, CA 92612
Tel: 949.474.7646 Fax: 949.954.8708
ir@polylanguages.edu

POLY Languages Institute at Los Angeles
5757 Wilshire Blvd., Suite 510
Los Angeles, CA 90036
Tel: 323.933.9399 Fax: 323.686.5384
la@polylanguages.edu

POLY Languages Institute at Pasadena
2900 E. Colorado Blvd.
Pasadena, CA 91107
Tel: 626.449.4441 Fax: 626.208.4406
pa@polylanguages.edu

PERSONAL INFORMATION

Student Name: _____
Surname (Last Name) Given Name (First and Middle Names)

Date of Birth (MM/DD/YYYY): _____ Gender: Male Female

Country of Birth: _____ Country of Citizenship: _____

Email: _____ Tel: _____ Fax: _____

U.S. Address (Your home address in the U.S.):

Street City State Zip Code

Foreign Address (Your home address outside the U.S.)

Address City, Province/Territory Postal Code Country

Mailing Address (The address for the delivery of your acceptance packet.)

Address City, Province/Territory (State if U.S.) Postal/Zip Code Country

LOCATION - Which Center? POLY at Irvine POLY at Los Angeles POLY at Pasadena

PROGRAM

Which Program? Intensive Plus (30 hours/week) Intensive (25 hours/week) Semi-Intensive (20 hours/week)

How Many Four-Week Terms (2-12)? _____ Terms

Which Term Will You Start (Select ONE)?

- Term 1, Jan 6 - Feb 2 Term 2, Feb 4 - Mar 2 Term 3, Mar 4 - Mar 31 Term 4, Apr 4 - Apr 29
- Term 5, May 3 - May 27 Term 6, Jun 2 - Jun 29 Term 7, Jul 5 - Jul 29 Term 8, Aug 2 - Aug 29
- Term 9, Aug 31 - Sep 27 Term 10, Sep 29 - Oct 26 Term 11, Oct 28 - Nov 23 Term 12, Nov 29 - Dec 23

FOR U.S. CALIFORNIA RESIDENT (STRF ASSESSMENT FEE)

A California resident, required by BPPE, must provide social security number and pay the STRF assessment fee.

Are you a California resident? Yes No If yes, state your social security number: _____

FOR F-1 VISA STUDENT

Do you need a Form I-20? Yes No If yes, list any dependent (spouse/children) accompanying you to the U.S.

Relationship Surname (Last Name) Given Name (First and Middle) DOB (MM/DD/YYYY) Country of Birth Country of Citizenship

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AIRPORT TRANSFER SERVICE

Would you like POLY to arrange airport pick-up upon your arrival? Yes No

ACCOMMODATION ARRANGEMENT SERVICE

Would you like POLY to arrange your housing? Yes No If Yes, complete below.

Expected Stay (MM/DD/YYYY) - From: _____ To: _____

Type of Housing Preferred - Student Residence: Single Double

Homestay: With Meals Without Meals

*The type of housing is not guaranteed, and a student will be placed in available housing.

Do you smoke (smoking is allowed only in the designated areas)? Yes No

Do you have any health problems, allergies, or concerns you would like us to know?

For Office Use Only		
STUDENT STATUS		
<input type="radio"/> F1 Ini	<input type="radio"/> F1 COS	<input type="radio"/> F1 Trf
<input type="radio"/> CA Res	<input type="radio"/> Others	
F1: Before Ini I-20		
<input type="checkbox"/> DEFS	<input type="checkbox"/> PsprtID	
F1: Before Reg'd I-20		
<input type="checkbox"/> HI	<input type="checkbox"/> PsprtVisa	
ALL: Before Enrollment		
<input type="checkbox"/> EnrAgmt	<input type="checkbox"/> SPFS	<input type="checkbox"/> USAdrs

EMERGENCY CONTACT - In case of an emergency, state below the person you wish us to contact.

Name	Relationship	Email Address	Telephone
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AGENT/EDUCATIONAL COUNSELOR - If applying through an agent or educational counselor, complete below.

Name of Agent	Agency	Email Address	Telephone
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MAKING PAYMENT

Application Fee (Select One)

- F-1 Students..... \$150
- All Other Students \$100

Acceptance Packet (Select One)

- Express Mail (Outside the U.S.)..... \$65
For published rates greater than \$110, a surcharge applies.
- Express Mail (Within the U.S.)..... \$30
- Pick-up in Person..... \$0

Total Due with the Application Form: _____

Payment Method (Select One)

- Check or Money Order Payable to POLY Languages Institute
- Wire - Bank of America, 100 N. Larchmont Blvd., LA, CA 90004
Ac. No.: 03432 01411; Routing: 026 0095 93; SWIFT: BOFAUS3N

Credit Card: VISA MasterCard Discover

Credit Card Number Exp Date (MM/YY) Security Code

Cardholder Name (Print) Cardholder Signature

ACKNOWLEDGEMENT AND AGREEMENT

I certify that I have received the School Catalog, and I have read, understood, and I agree to all the terms and conditions of this Application for Admission and the School Catalog. Furthermore, I agree to accept full responsibility for all my expenses while attending POLY and for my actions while participating in excursions or any other activities. I agree to assume all risks of harm arising from such participations. In case of illness or injury, permission is granted to an appropriate medical center to undergo examination or treatment. I further authorize POLY to release my records to my agency, guardian, sponsor, and to any colleges or universities to which I apply.

Signature of Student	Date (MM/DD/YYYY)	Signature of Parent/Guardian (If Under 18)	Date (MM/DD/YYYY)
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Tuition and the Fees

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

Express Mailing Fee - POLY uses only a courier company that has a tracking system for delivery of acceptance packets, refund checks, and other sensitive documents. There is a non-refundable Express Mailing Fee of \$65 for outside the US and \$30 for within the U.S. For mailing outside the U.S., if the courier company's published rate is greater than \$110, there is a surcharge equal to the exceeding amount.

Tuition - Our ESL programs are a combination of courses, which are broken down with their tuition cost in the table below. The long-term tuition discounts are illustrated under the Long-Term Tuition Discounts by Program. For tuition refunds, refer to the Refund Policies and Procedures. For new F-1 students, excluding transfers, the tuition is due 20 days prior to the student's scheduled start date. For all other students, the tuition is due by the 1st day of each term.

Course	Instruction	Lab	Cost
Listening/Speaking	40 hours	N.A.	\$360
Reading/Writing	40 hours	N.A.	\$360
Grammar	20 hours	N.A.	\$180
Electives	20 hours	N.A.	\$180
TOEFL Prep	64 hours	16 hours	\$720

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.

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	Mo - Fr	8:50 – 10:40 am
Reading/Writing	Mo - Fr	10:50 – 12:40 pm
Grammar	Mo - Fr	1:20 – 2:10 pm
Electives	Mo - Fr	2:20 – 3:10 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	Mo - Fr	8:50 – 10:40 am
Reading/Writing	Mo - Fr	10:50 – 12:40 pm
Grammar	Mo - Fr	1:20 – 2:10 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	Mo - Fr	8:50 – 10:40 am
Reading/Writing	Mo - Fr	10:50 – 12:40 pm

Long-Term Tuition Discounts by Program

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

Intensive Plus Program (30 hours/week)

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

Intensive Program (25 hours/week)

No. of Weeks	Standard Tuition	Long-Term Disc		Amt Due After Disc
		Rate	Amount	
4	\$900	N.A.	N.A.	\$900
8	\$1,800	N.A.	N.A.	\$1,800
12	\$2,700	N.A.	N.A.	\$2,700
16	\$3,600	2%	\$72	\$3,528
20	\$4,500	2%	\$90	\$4,410
24	\$5,400	2%	\$108	\$5,292
28	\$6,300	4%	\$252	\$6,048
32	\$7,200	4%	\$288	\$6,912
36	\$8,100	4%	\$324	\$7,776
40	\$9,000	6%	\$540	\$8,460
44	\$9,900	6%	\$594	\$9,306
48	\$10,800	6%	\$648	\$10,152

Semi-Intensive Program (20 hours/week)

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

* Please refer to the School Catalog for the complete list of tuition and fees and their terms and conditions.