

# POLY Languages Institute

## Application for Admission 2018



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### 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.

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### 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)

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### 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](mailto: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](mailto: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](mailto: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 (30 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 4 - Jan 31       Term 2, Feb 2 - Mar 1       Term 3, Mar 5 - Mar 30       Term 4, Apr 3 - Apr 30
- Term 5, May 3 - May 30       Term 6, Jun 1 - Jun 28       Term 7, Jul 2 - Jul 27       Term 8, Jul 31 - Aug 27
- Term 9, Aug 29 - Sep 25       Term 10, Sep 27 - Oct 23       Term 11, Oct 25 - Nov 21       Term 12, Nov 27 - Dec 21

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

A California resident, required by BPPE, may be required to pay the STRF assessment fee.

Are you a California resident?  Yes  No

**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

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

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

**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; SWIFT Code: BOFAUS3N  
Account No.: 000343201411; Routing No: 026009593

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 \$100, 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 one day before each term.

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

## SAMPLE SCHEDULES

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

### Intensive Program

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

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

### Semi-Intensive Program

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

ESL Course	Days	Time
Listening/Speaking	Mo - Fr	9:00 – 10:50 am
Reading/Writing	Mo - Fr	11:00 – 12:50 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 the number of terms (multiples of 4 weeks) are listed by program.

### Intensive Program

Total of 120 hours per term (30 hours per week)

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

### Semi-Intensive Program

Total of 80 hours per term (20 hours per week)

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

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

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