POLY Languages Institute
Application for Admission 2013

ADMISSION POLICY AND PROCEDURE

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 in the U.S. (Initial 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 - 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
infoIrvine@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
infoLA@polylanguages.edu

POLY Languages Institute at Pasadena
2900 E. Colorado Blvd.
Pasadena, CA 91107
Tel: 626.449.4441   Fax: 626.208.4406
infoPasadena@polylanguages.edu
PERSONAL INFORMATION
Name (as shown on passport): _________________________________________________ Date of Birth: ______________
Family Name  First Name  Middle Name  MM/DD/YY
Gender: □ Male  □ Female  Country of Birth:____________________  Country of Citizenship:____________________
Current Contact Information: ____________________________________________________________________________
Email Address (Required)  Telephone  Fax
U.S. Address (If you are in the U.S. or know where in the U.S. you will reside):
____________________________________________________________________________________________________________
Street Address  City  State  Zip Code  Telephone
START DATE, LOCATION, AND PROGRAM INFORMATION
Which Term Will You Start (Select ONE)?
□ Oct 24-Nov20  □ Nov 22-Dec 20
Which Program?  □ Intensive Plus (30 hours/week)  □ Intensive (25 hours/week)  □ Semi-Intensive (20 hours/week)
How Many 4-Week Terms (1-12)? ______ Terms
Which Center?  □ Irvine  □ Los Angeles  □ Pasadena
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, social security number: __________ - _______ - __________
FOR F-1 VISA STUDENT
Do you need the Form I-20?  □ Yes  □ No  If yes, complete this section.
Foreign Address (The place you reside when you are not in the U.S.)
____________________________________________________________________________________________________
Street Address  City  Province/Territory  Postal Code  Country
Mailing Address (The address to which you wish your acceptance package to be delivered.)
____________________________________________________________________________________________________
Street Address  City  Province/Territory  Postal Code  Country
Dependent Information (State your spouse, son, and/or daughter you want to add in the Form I-20.)
____________________________________________________________________________________________________
Relationship  Family Name  First Name  Middle Name  DOB (MM/DD/YY)  Country of Birth  Country of Citizenship
____________________________________________________________________________________________________
Relationship  Family Name  First Name  Middle Name  DOB (MM/DD/YY)  Country of Birth  Country of Citizenship
FOR STUDENTS APPLYING FOR F-1 VISA (SEVIS I-901 FEE)
Would you like POLY to pay the SEVIS I-901 fee of $200 to the SEVP on your behalf?  □ Yes  □ No
If yes, provide the credit card information to which the fee may be charged, the cardholder’s address, and the student’s city or province of birth required to complete the SEVP payment. The receipt of the payment will be enclosed in the acceptance package. The fee is required by the U.S. government for the students applying for F-1 visa. Please visit www.fmjfee.com for more information.
Credit Card:  □ AMEX  □ Mastercard  □ Visa  □ Discover
Credit Card Number  Exp. Date (MM/YY)  Security Code
____________________________________________________________________________________________________
Cardholder Address  City  Province/Territory  Postal Code  Country
____________________________________________________________________________________________________
Cardholder Name  Cardholder Signature  City or Province of Student’s Birth
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.
Period of Stay (MM/DD/YY) - From: ______/_____/____ To: ______/_____/____
Type of Housing Preferred - Student Residence: □ Single  □ Double  Homestay: □ With Meals  □ Without Meals
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 F-1 VISA STUDENT - AFFIDAVIT OF FINANCIAL SUPPORT
If the financial certification provided to the school is not in the student’s name, the name of the person whose name appears on the certification must complete this section.
I, by signing below, accept responsibility for the payment of all fees and expenses associated with the student’s enrollment with POLY and living expenses during the student’s stay in the United States.
__________________________________________________________
Name of Sponsor (Print)  Relationship to the Student  Signature of Sponsor  Date

EMERGENCY CONTACT - In case of an emergency, state below the person you wish us to contact.
__________________________________________________________
Name  Relationship  Telephone  Email

AGENT/EDUCATIONAL COUNSELOR - If applying through an agent or educational counselor, complete below.
__________________________________________________________
Name of Agent  Agency  Telephone  Email

MAKING PAYMENT
Select applicable fees due with this application.
☐ Application Fee ...........................................$75.00
☐ STRF Assessment (California Resident)...........$2.50
☐ Form I-20 Processing Fee (F-1 Visa)............. $35.00
Acceptance Packet (Must select one)
☐ Express Mail (Outside the U.S.)...............$65.00
☐ Express Mail (Within the U.S.)...............$30.00
☐ Pick-up in Person.................................$0.00
Total Fee Due with this Application: ____________

Select the payment method.
☐ By Check or Money Order Payable to POLY Languages Institute
☐ By Wire - Bank of America, 100 N. Larchmont Blvd., LA, CA 90004
Account No.: 03432 01411; Routing: 026 0095 93; SWIFT: BOFAUS3N
☐ By Credit Card Below
☐ AMEX  ☐ Mastercard  ☐ Visa  ☐ 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 form 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  Signature of Parent/Guardian if Student is under 18  Date
Tuition and the Fees Due for Registration

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 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.

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 refunds, please refer to the school catalog.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructional</th>
<th>Lab</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening/Speaking</td>
<td>40 hours</td>
<td>N.A.</td>
<td>$330</td>
</tr>
<tr>
<td>Reading/Writing</td>
<td>40 hours</td>
<td>N.A.</td>
<td>$330</td>
</tr>
<tr>
<td>Grammar</td>
<td>20 hours</td>
<td>N.A.</td>
<td>$165</td>
</tr>
<tr>
<td>Electives</td>
<td>20 hours</td>
<td>N.A.</td>
<td>$165</td>
</tr>
<tr>
<td>TOEFL Intro</td>
<td>40 hours</td>
<td>N.A.</td>
<td>$330</td>
</tr>
<tr>
<td>TOEFL Prep</td>
<td>64 hours</td>
<td>16 hours</td>
<td>$660</td>
</tr>
</tbody>
</table>

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)

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

Intensive Program (25 hours/week)

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

Semi-Intensive Program (20 hours/week)

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

* Please refer to the school catalog for the complete list of tuition and fees - and their terms and conditions.