



Department of Consumer Affairs

Bureau for Private Postsecondary Education

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### **BPPE Annual Report for 2016 - Institution**

**Tracking Number:** 2017112974701

**Report for Year:** 2016

**Institution Name:** POLY Languages Institute

**Institution Code (If an institution has branch locations the institution code is the school code for the main location):** 1927591

**Street Address (Physical Location):** 5757 Wilshire Blvd., Suite 510

**City:** Los Angeles

**State:** California

**Zip Code:** 90036

**Check all that apply to this institution:**

**For profit institution:** For profit institution

**Sole Proprietor:**

**Corporation:**

**Non-profit institution:**

**Limited Liability Corporation (LLC):**

**Publicly traded institution:**

**Partnership:**

**Number of Branch Locations:** 2

**Number of Satellite Locations:** 0

**Is this institution current with all assessments to the Student Tuition Recovery Fund?:** yes

**Is this institution current on Annual Fees?:** yes

**Is your institution accredited by an accrediting agency/agencies recognized by the United States Department of Education? Include only full institutional approval, not programmatic approval:** no

**If you answered yes to the question above, please identify the accrediting agency:**

**If your institution has specialized accreditation from a recognized United States Department of Education approved specialized/programmatic accreditor, list the accreditation:** Commission on English Language Program Accreditation

**Has any accreditation agency taken any formal disciplinary action against this institution? If Yes, please submit a paper copy of the action, refer to the Annual Report Completion Check Sheet.:** no

**Does your institution participate in federal financial aid programs under Title IV of the Federal Higher Education Act?:** no

**What is the total amount of Title IV funds received by your institution in 2016?:**

**Does your institution participate in veteran's financial aid education programs?:**  
no

**What is the total amount of veteran's financial aid funds received by your institution in 2016?:**

**Does your institution participate in the Cal Grant program?:** no

**What is the total amount of Cal Grant funds received by your institution in 2015?:**

**Is your institution on the California Eligible Training Provider List (ETPL)?:** no

**Is your institution receiving funds from the Work Innovation and Opportunity Act (WIOA) Program?:** no

**What is the total amount of WIOA funds received by your institution in 2016?:**

**Does your institution participate in, or offer any another government or non-governmental financial aid programs?** no

**If yes, please indicate the name of the financial aid program:**

**The percentage of institutional income in 2016 that was derived from public funding:** 0

**Enter the most recent three-year Cohort Default Rate reported by the US Department of Education, for this institution:**

**The percentage of students who in 2016 received federal student loans to help pay their cost of education at the school was:** 0

**Total number of students enrolled at this institution: 486**

**Number of Doctorate Degrees programs Offered: 0**

**Number of Students enrolled in Doctorate level programs at this Institution: 0**

**Number of Master Degrees programs Offered: 0**

**Number of Students enrolled in Master level programs at this institution: 0**

**Number of Bachelor Degrees programs Offered: 0**

**Number of Students enrolled in Bachelor level programs at this institution: 0**

**Number of Associate Degrees programs Offered: 0**

**Number of Students enrolled in Associate level programs at this institution: 0**

**Number of Diploma or Certificate Programs Offered: 0**

**Number of Students enrolled in Diploma or Certificate programs at this institution: 0**

**Institution's website:** [www.polylanguages.edu](http://www.polylanguages.edu)

**Performance Fact Sheet:**

[https://www.polylanguages.edu/POLY/PDF/Performance\\_Fact\\_Sheet\\_2016.pdf](https://www.polylanguages.edu/POLY/PDF/Performance_Fact_Sheet_2016.pdf)

**2016 Catalog:** [http://www.polylanguages.edu/POLY/images/Catalog\\_2018.pdf](http://www.polylanguages.edu/POLY/images/Catalog_2018.pdf)

**Annual Report:**

[https://www.polylanguages.edu/POLY/PDF/BPPE\\_Annual\\_Report\\_2016.pdf](https://www.polylanguages.edu/POLY/PDF/BPPE_Annual_Report_2016.pdf)



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### **BPPE Annual Report for 2016 – Branch Locations**

**Tracking Number:** 2017112984922

**Report for Year:** 2016

**Institution Name:** POLY Languages Institute

**Institution Code:** 1927591

**Total number of students at this branch location?** 182

**Name of programs offered at this branch locations?** ESL and TOEFL Preparation programs

**Branch Address:** 18818 Teller Ave., Suite 160

**Branch City:** Irvine

**Branch State:** California

**Branch Zip Code:** 92612



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### **BPPE Annual Report for 2016 – Branch Locations**

**Tracking Number:** 2017112985340

**Report for Year:** 2016

**Institution Name:** POLY Languages Institute

**Institution Code:** 1927591

**Total number of students at this branch location?** 153

**Name of programs offered at this branch locations?** ESL and TOEFL Preparation programs

**Branch Address:** 2900 E. Colorado Blvd.

**Branch City:** Pasadena

**Branch State:** California

**Branch Zip Code:** 91107



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### **BPPE Annual Report for 2016 – Programs**

**Tracking Number:** 2017112983216

**Report for Year:** 2016

**Institution Name:** POLY Languages Insitute

**Institution Code:** 1927591

#### **INFORMATON FOR EACH EDUCATIONAL PROGRAM OFFERED AT THE INSTITUTION**

**Degree/Program Level:** Other

**If Other, please specify:** ESL

**Degree/Program Title:** Other

**If Other Doctorate, Other Master, Other Bachelor, Other Associate or Other was  
chosen, please specify:** English as a Second Language

**Name of Program (e.g. Business Administration, Massage, etc.):** English as a  
Second Language

**Number of Degrees or Diplomas Awarded:** 0

**Total Charges for this program (Report whole dollars only):** \$ 2150

**The percentage of enrolled students in 2016 receiving federal student loans to pay  
for this program.** 417

**The percentage of graduates in 2016 who took out federal student loans to pay for  
this program.** 0

**Number of Students Who Began the Program:** 0

**Students Available for Graduation:** 0

**On-time Graduates: 384**

**Completion Rate: 92**

**150% Completion Rate: 92**

**Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education?:**

no

#### **PLACEMENT**

**Graduates Available for Employment: 0**

**Graduates Employed in the Field: 0**

**Placement Rate: 0**

**Graduates employed in the field 20 to 29 hours per week: 0**

**Graduates employed in the field at least 30 hours per week: 0**

**Indicate the number of graduates employed:**

**Single position in field: 0**

**Concurrent aggregated positions in field (2 or more positions at the same time):  
0**

**Freelance/self-employed: 0**

**By the institution or an employer owned by the institution, or an employer who shared ownership with the institution: 0**

#### **EXAM PASSAGE RATE**

**Does this educational program lead to an occupation that requires State licensing?: no**

**If Yes, please provide the information below (For each of the last two years):**

**First Data Year 2016:**

**Name of the State licensing entity that licenses this field:**

**Name of Exam:**

**Number of Graduates Taking State Exam:**

**Number Who Passed the State Exam:**

**Number Who Failed the State Exam:**

**Passage Rate:**

**Is this data from the State licensing agency that administered the exam?:**

**Name of Agency:**

**If the response to #29 was no, provide a description of the process used for attempting to contact students:**

**Second Data Year 2015:**

**Name of the State licensing entity that licenses this field:**

**Name of State Exam:**

**Number of Graduates Taking State Exam:**

**Number Who Passed the State Exam:**

**Number Who Failed the State Exam:**

**Passage Rate:**

**Is this data from the licensing agency that administered the State exam?:**

**Name of Agency:**

**If the response to #37 was no, provide a description of the process used for attempting to contact students:**

**Do graduates have the option or requirement for more than one type of licensing State exam?:**

**Provide the names of other licensing exam options:**

**Name of Option/Requirement:**

**Name of Option/Requirement:**

**Name of Option/Requirement:**

#### **SALARY DATA**

**Graduates Available for Employment: 0**

**Graduates Employed in the Field: 0**

**Graduates Employed in the Field Reported receiving the following Salary or Wage:**

**\$0 - \$5,000:**



**\$5,001 - \$10,000:**

**\$10,001 - \$15,000:**

**\$15,001 - \$20,000:**

**\$20,001 - \$25,000:**

**\$25,001 - \$30,000:**

**\$30,001 - \$35,000:**

**\$35,001 - \$40,000:**

**\$40,001 - \$45,000:**

**\$45,001 - \$50,000:**

**\$50,001 - \$55,000:**

**\$55,001 - \$60,000:**

**\$60,001 - \$65,000:**

**\$65,001 - \$70,000:**

**\$70,001 - \$75,000:**

**\$75,001 - \$80,000:**

**\$80,001 - \$85,000:**

**\$85,001 - \$90,000:**

**\$90,001 - \$95,000:**

**\$95,001 - \$100,000:**

**Over \$100,000:**



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### **BPPE Annual Report for 2016 – Programs**

**Tracking Number:** 2017112984315

**Report for Year:** 2016

**Institution Name:** POLY Languages Institute

**Institution Code:** 1927591

#### **INFORMATION FOR EACH EDUCATIONAL PROGRAM OFFERED AT THE INSTITUTION**

**Degree/Program Level:** Other

**If Other, please specify:** TOEFL Preparation

**Degree/Program Title:** Other

**If Other Doctorate, Other Master, Other Bachelor, Other Associate or Other was  
chosen, please specify:** TOEFL Preparation

**Name of Program (e.g. Business Administration, Massage, etc.):** Test Preparation  
Program

**Number of Degrees or Diplomas Awarded:** 0

**Total Charges for this program (Report whole dollars only):** \$ 2150

**The percentage of enrolled students in 2016 receiving federal student loans to pay  
for this program.** 0

**The percentage of graduates in 2016 who took out federal student loans to pay for  
this program.** 0

**Number of Students Who Began the Program:** 69

**Students Available for Graduation:** 69

**On-time Graduates:** 100

**Completion Rate:** 100

**150% Completion Rate:** 100

**Is the above data taken from the Integrated Postsecondary Education Data System (IPEDS) of the United States Department of Education?:**

no

#### **PLACEMENT**

**Graduates Available for Employment:** 0

**Graduates Employed in the Field:** 0

**Placement Rate:** 0

**Graduates employed in the field 20 to 29 hours per week:** 0

**Graduates employed in the field at least 30 hours per week:** 0

**Indicate the number of graduates employed:**

**Single position in field:** 0

**Concurrent aggregated positions in field (2 or more positions at the same time):**  
0

**Freelance/self-employed:** 0

**By the institution or an employer owned by the institution, or an employer who shared ownership with the institution:** 0

#### **EXAM PASSAGE RATE**

**Does this educational program lead to an occupation that requires State licensing?:** no

**If Yes, please provide the information below (For each of the last two years):**

**First Data Year 2016:**

**Name of the State licensing entity that licenses this field:**

**Name of Exam:**

**Number of Graduates Taking State Exam:**

**Number Who Passed the State Exam:**

**Number Who Failed the State Exam:**

**Passage Rate:**

**Is this data from the State licensing agency that administered the exam?:**

**Name of Agency:**

**If the response to #29 was no, provide a description of the process used for attempting to contact students:**

**Second Data Year 2015:**

**Name of the State licensing entity that licenses this field:**

**Name of State Exam:**

**Number of Graduates Taking State Exam:**

**Number Who Passed the State Exam:**

**Number Who Failed the State Exam:**

**Passage Rate:**

**Is this data from the licensing agency that administered the State exam?:**

**Name of Agency:**

**If the response to #37 was no, provide a description of the process used for attempting to contact students:**

**Do graduates have the option or requirement for more than one type of licensing State exam?:**

**Provide the names of other licensing exam options:**

**Name of Option/Requirement:**

**Name of Option/Requirement:**

**Name of Option/Requirement:**

#### **SALARY DATA**

**Graduates Available for Employment:**

**Graduates Employed in the Field:**

**Graduates Employed in the Field Reported receiving the following Salary or Wage:**

**\$0 - \$5,000:**

**\$5,001 - \$10,000:**

**\$10,001 - \$15,000:**

**\$15,001 - \$20,000:**

**\$20,001 - \$25,000:**

**\$25,001 - \$30,000:**

**\$30,001 - \$35,000:**

**\$35,001 - \$40,000:**

**\$40,001 - \$45,000:**

**\$45,001 - \$50,000:**

**\$50,001 - \$55,000:**

**\$55,001 - \$60,000:**

**\$60,001 - \$65,000:**

**\$65,001 - \$70,000:**

**\$70,001 - \$75,000:**

**\$75,001 - \$80,000:**

**\$80,001 - \$85,000:**

**\$85,001 - \$90,000:**

**\$90,001 - \$95,000:**

**\$95,001 - \$100,000:**

**Over \$100,000:**

# POLY LANGUAGES INSTITUTE

## ENROLLMENT AGREEMENT

**Student Name** (Last, First): \_\_\_\_\_ **Status:**  CA Res  F-1  Others

This is an agreement for the ESL/TOEFL program at POLY Languages Institute (POLY). POLY 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. Furthermore, POLY does not provide any placement services.

### **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 prepays 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 students in education programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 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 \$0 per \$1,000 of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of \$1,000 or less, the assessment is \$0.

(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 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.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at POLY 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 program 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.

### **POLY'S OBLIGATION**

(1) POLY shall transmit all of the lessons and other materials to the student if the student: (A) has fully paid for the education program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent. (2) If POLY transmits the balance of the material as the student requests, POLY shall remain obligated to provide the other education services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

### **Refund Request**

All refund requests must be submitted in writing in person, by regular mail, or by electronic mail by the student. All refunds are made by check within 30 calendar days from the date of receipt of such request. The student may pick up the check in person or request the delivery of the check by mail, in which case the applicable mailing fee will apply. We use only a courier company that has a tracking system ensuring a delivery.

The refund check will be made payable to the entity or to the person from which the funds originated. If you are applying through an educational counselor/agency, the refund check will be made payable to the educational counselor/agency unless we are instructed 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 \$100.

### **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 the 75% of instruction).

### **Registration Requirements for F-1 Students**

Nonimmigrant F1 students are required to attend at least two terms (8 weeks). Otherwise, there is an early withdrawal fee of \$350. Additionally, for F-1 students applying from overseas and/or through their educational counselor/agency, there is a recruiting fee of 35% of tuition for the period of the program indicated on their application form for early withdrawal. The recruiting fee does not apply for continuing students (extending from the initial period enrolled) and transfer students applying on their own.

### **Complaint Procedure for BPPE**

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, P.O. Box 980818, Sacramento, CA 95798-0818. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov); Phone Number: 916-431-6959; Toll Free Number: 888-370-7589; Fax Number: 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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Catalog and School Performance Fact Sheet**

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

STUDENT INITIALS: \_\_\_\_\_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**The List of Charges and Fees:**

- \$150.00 (Non-Refundable) - Application Fee for F-1 Students
- \$100.00 (Non-Refundable) - Application Fee for Non F-1 Students
- \$0 per \$1000 (Non-Refundable) - STRF for CA Resident as defined in the Catalog
- \$200.00 (Non-Refundable) - SEVIS I-901 Fee for Initial F-1 Students payable to SEVP
- Express Mailing Fee (Non-Refundable) - For acceptance Packet by Express Mail  
\$0 (Pick-up in Person); \$65 (Outside the US); \$30 (Within the US)
- \$\_\_\_\_\_ (Generally, textbooks are for an entire level, 8 weeks. The average cost per level is \$110 for the Semi-Intensive Program, \$140 for the Intensive Program, and \$170 for the Intensive Plus Program.)
- \$\_\_\_\_\_ The tuition charge for the total number of 4-week terms based on the program you choose (\$1080 Intensive Plus, 120 hours; \$900 Intensive, 100 hours; \$720 Semi-Intensive, 80 hours)

**Total Tuition and Fees Due for Registration: \$\_\_\_\_\_**

Period covered by the enrollment agreement is the start date and the last date of the last term as indicated on the application form reflected on your invoice. The scheduled completion date is the last date of the term.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Scheduled Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY MM DD YY MM DD YY

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$\_\_\_\_\_

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$\_\_\_\_\_

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$\_\_\_\_\_

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.**

**I hereby certify that this Enrollment Agreement was reviewed and discussed with the student after the student reviewed and completed the School Performance Fact Sheet.**

\_\_\_\_\_  
 Student Name - Print                      Student Signature                      Date

\_\_\_\_\_  
 School Official Signature                      Date

**POLY Languages Institute at Irvine**  
 18818 Teller Ave., Suite 160  
 Irvine, CA 92612  
 Tel:949.474.7646 Fax:949.954.8708

**POLY Languages Institute at Los Angeles**  
 5757 Wilshire Blvd, Suite 510  
 Los Angeles, CA 90036  
 Tel:323.933.9399 Fax:323.686.5384

**POLY Languages Institute at Pasadena**  
 2900 East Colorado Blvd.  
 Pasadena, CA 91107  
 Tel:626.449.4441 Fax:626.208.4406