

Study in Southern California



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The Place to Learn English!

Catalog 2023





ESL Programs

POLY Languages Institute offers three English as a Second Language (ESL) programs: Intensive Plus, Intensive, and Non-Intensive. Each program has six (6) ESL levels followed by TOEFL Prep courses. The Intensive Program offers Academic English courses (Listening/Speaking and Reading/Writing) and General English courses. The Semi-Intensive Program offers only the Academic English courses (Listening/Speaking and Reading/ Writing). In the Non-Intensive Program, only the General English courses are offered. After completing level 6, the TOEFL iBT Preparation courses are recommended for those students pursuing higher education.

- Academic English Listening/Speaking courses where students learn to develop and sharpen their listening and speaking skills;
- Academic English Reading/Writing courses where students develop and sharpen their reading comprehension and writing skills;
- General English courses where students learn to interact successfully and confidently with English speakers in various settings;
- TOEFL iBT Preparation courses where students study all skills of English language and test taking strategies.

Schedule (Example)

ESL programs consist of choosing classes from the Academic English (AE) courses, the General English courses, and the TOEFL iBT Preparation courses. The schedule for the TOEFL Preparation courses are equivalent to the AE Listening/Speaking and AE Reading/Writing courses combined.

Intensive Plus Program

Students study for 26 hours per week for a total of 104 hours of instruction per term.

ESL Course	Day	Time
AE Listening/Speaking	Mo - Th	9:00 – 10:50 am
AE Reading/Writing	Mo - Th	11:00 – 1:30 pm
General English	Mo - Th	2:30 – 4:20 pm

Intensive Program

Students study for 18 hours a week for a total of 72 hours of instruction per term.

ESL Course	Day	Time
AE Listening/Speaking	Mo - Th	9:00 – 10:50 am
AE Reading/Writing	Mo - Th	11:00 – 1:30 pm

Part-time Program (Not for F-1 students)

Students study for 8 hours per week for a total of 32 hours of instruction per term.

ESL Course	Day	Time
General English	Mo - Th	2:30 – 4:20 pm

Tuition and 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 \$75 for other students.

Mailing and Handling Fee

There is a non-refundable Mailing Fee of \$80 for outside the US and \$40 for within the U.S. We use only a courier company that has a tracking system for delivery of acceptance packets, refund checks, and other sensitive documents. 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.

SEVIS I-901 Fee

For students applying for an F-1 visa, the SEVIS I-901 fee of \$350 must be paid directly to the SEVP administrator. The fee is independent of POLY Languages Institute.

Rebooking Fee

For a change of start date, Application Fee is waived if the new start date, from the original start date, is requested within 60 days and the new start date is within 6 months. However, there is a non-refundable processing fee of \$40. The fee applies only if the Form I-20 was already issued.

Tuition

Our ESL programs are a combination of courses, which are broken down with their tuition cost in the table below. Refer to the Tuition by Course for their cost.

For new students, the tuition is due 20 days prior to the student's scheduled start date. If you are registering less than 20 days prior to the start date, the tuition is due at the time of registration. For continuing students, the tuition is due one day before each term. For tuition refunds, refer to the Refund Policies and Procedures.

Tuition by Course

The total hours of instruction include holidays and the last day of school reserved for online finals as if classes are held on those days. Each clock hour of instruction has a 10-minute break; each instructional hour is 50 minutes long.

Course	Instruction	Cost
Academic English (Listening/Speaking)	32 hours	\$400
Academic English (Reading/Writing)	40 hours	\$480
General English/Business English	32 hours	\$320
TOEFL Prep (Listening/Speaking)	32 hours	\$400
TOEFL Prep (Reading/Writing)	40 hours	\$480

Textbooks

The textbooks are generally used for an entire level (two terms or 8 weeks). The average cost of textbooks per level is \$50 for the Part-time Program, \$100 for the Intensive Program, and \$150 for the Intensive Plus Program.

Tuition by Program

The Long-Term Discount applies only if a full payment is made up-front. The POLY ESL programs consist of choosing classes from the Academic English (AE) courses, the General English courses, and the TOEFL iBT Preparation courses.

Intensive Plus Program

Total of 104 hours (26 hours per week)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	\$1,200	\$0	\$1,200
8	\$2,400	\$192	\$2,208
12	\$3,600	\$324	\$3,276
16	\$4,800	\$480	\$4,320
20	\$6,000	\$660	\$5,340
24	\$7,200	\$864	\$6,336
28	\$8,400	\$1,092	\$7,308
32	\$9,600	\$1,344	\$8,256
36	\$10,800	\$1,620	\$9,180
40	\$12,000	\$1,920	\$10,080
44	\$13,200	\$2,244	\$10,956
48	\$14,400	\$2,592	\$11,808

Intensive Program

Total of 72 hours (18 hours per week)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	\$880	\$0	\$880
8	\$1,760	\$106	\$1,654
12	\$2,640	\$185	\$2,455
16	\$3,520	\$282	\$3,238
20	\$4,400	\$396	\$4,004
24	\$5,280	\$528	\$4,752
28	\$6,160	\$678	\$5,482
32	\$7,040	\$845	\$6,195
36	\$7,920	\$1,030	\$6,890
40	\$8,800	\$1,232	\$7,568
44	\$9,680	\$1,452	\$8,228
48	\$10,560	\$1,690	\$8,870

Part-time Program (Not for F-1 students)

Total of 32 hours (8 hours per week)

Weeks	Standard Tuition	Long-Term Discount	Tuition Due
4	\$320	\$0	\$320
8	\$640	\$26	\$614
12	\$960	\$48	\$912
16	\$1,280	\$77	\$1,203
20	\$1,600	\$112	\$1,488
24	\$1,920	\$154	\$1,766

Placement Test

We use the English Proficiency Assessment Test (EPAT) to determine the English proficiency level of new students. The EPAT consists of two exams: EPAT I and EPAT II. The EPAT I is used to determine placements between levels 1 and 3. The EPAT II is used to determine placements between levels 4 and 6, and the test is given only to the students who score level 4 or higher on the EPAT I.

In place of the EPAT, students may present the TOEIC, TOEFL, TOEFL iBT, or CEFR level for their placement. However, the exam date of the presented document must be within 2 years, at the time of submission. The correlation between levels and scores of the exam is illustrated in the graph below.

New students may appeal their placement by the 2nd day of the term. Students may move down one level at their sole discretion. However, in order to advance to higher levels, students may either retake the EPAT or obtain recommendation letters from their current teachers. In all cases, the final decision will be made by the administration office.

The English as a Second Language (ESL) programs consist of 6 ESL levels and a TOEFL Prep course. The ESL courses are designed for an eight-week study divided into two terms, and the TOEFL Prep courses are designed for a sixteen-week study divided into four terms. Each term is four weeks long.

Making Normal Progress

Students may repeat a course only once. However, for true beginners in the ESL Level 1 courses, and for students in the ESL Level 6 and the TOEFL Prep courses, the students may repeat their courses twice. In all cases, students may NOT go down a level from the level they have successfully completed. Students also may NOT skip a level unless they receive official recommendation letters from their teachers. The students must make normal progress towards completing the ESL and/or the TOEFL programs.



English Proficiency Levels

POLY COURSE LEVELS

CEFR Levels

TOEIC, TOEFL, TOEFL iBT Scores

Level 7, TOEFL Prep

C1/C2

795, 545, 77

Ready for colleges/universities

Close to native speaker fluency

64 WEEKS

Level 6, ESL Advanced

C1/C2

795, 545, 77

Ready for colleges/universities

Close to native speaker fluency

48 WEEKS

Level 5, ESL High Intermediate

B2

600, 450, 45

Almost ready for colleges

Somewhat fluent

40 WEEKS

Level 4, ESL Intermediate

B1/B2

410, 360, 22

32 WEEKS

Level 3, ESL Low Intermediate

B1

240, 285, 12

24 WEEKS

Level 2, ESL High Beginners

A1/A2

Not Applicable

16 WEEKS

Level 1, ESL Beginners

A1

Not Applicable

8 WEEKS

POLY Calendar 2023

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: New Year Holiday

Term 1: Jan 4 – Jan 31

Jan 16: *Martin L.K. Day

Jul 4: Independence Day

Term 7: Jul 5 - Jul 31

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					

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 2 - Mar 1

Feb 20: Presidents' Day

Term 8: Aug 3 - Aug 30

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	31		

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	

Term 3: Mar 6 - Mar 30

Sep 4: Labor Day

Term 9: Sep 5 - Sep 28

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

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						

Term 4: Apr 4 - May 1

Term 10: Oct 2 - Oct 26

Oct 9: *Columbus Day

Term 11: Oct 30 - Nov 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				

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 4 - May 31

May 29: Memorial Day

Nov 11: Veterans Day

Nov 23: Thanksgiving Day

Term 12: Nov 27 - Dec 21

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		

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	

Term 6: Jun 5 - Jun 29

Dec 25: Christmas Day

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						

The office hours are Monday - Friday, 8:30 am - 5:30 pm. The school is closed on Saturdays, Sundays, and the holidays. For the short(*) days, the office hours are 9:00 am - 4:00 pm.