



LEARN FRENCH IN QUEBEC CITY, CANADA

ÉCOLE QUÉBEC MONDE

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WELCOME TO QUEBEC CITY

Located on the north shore of the majestic Saint Lawrence River, Quebec is the oldest city in Canada. In 2008, it celebrated the 400th anniversary of its founding by Samuel de Champlain. Quebec City has a population of 500,000 inhabitants. It is the location *par excellence* in North America to take a French immersion program as its population is more than 96% francophone.

Strolling through Quebec City offers a series of new discoveries and one quickly falls under its spell. The *Château Frontenac*, resting on *Cap Diamant*, gracefully overlooks the Saint Lawrence River. The fortified walls encircling Old Quebec are unique in North America and evoke the military history of the city under the French and the British Regimes. Indeed, in 1985, the historic district of Quebec was inscribed on the UNESCO's World Heritage List.



A historic city as well as a political one, being the National Capital of the province of Quebec, Quebec City is also blessed with a lively arts and entertainment scene. Free open-air music festivals and multi-media performances take place all year long. The cultural life is both rich and diverse. The *Musée de la civilisation*, *Musée national des beaux-arts du Québec*, *Musée de l'Amérique française*, the National Battlefields Park are just a few examples of places of great interest. Québec City is also home to the *Centre de la francophonie des Amériques*, whose mission is to contribute to the promotion and development of a francophone culture in the Americas.

As for sports facilities, they suit all tastes. All winter sports can be enjoyed in or around Quebec City. Students will find outdoor and indoor skating rinks along with trails for cross-country skiing, snowshoeing and walking on the Plains of Abraham. Near the city, many snowboarding, alpine and cross-country skiing resorts are to be found in spectacular locations. Snowmobiling and dog sledding are also very popular.

The same goes for summer sports. Trails for biking, walking and rollerblading have been set up and are easily accessible from downtown. Quebec City being located on the banks of the Saint Lawrence River, one can enjoy water sports such as canoeing, windsurfing and swimming.

We are happy to assist our students while they are at **École Québec Monde** so that they can both enjoy their French courses and attend their favorite activities. Their stay in Quebec will be doubly beneficial.

École Québec Monde proposes a truly rewarding way to learn the language and invites students to take a look at its French immersion programs.

WELCOME TO ÉCOLE QUÉBEC MONDE

École Québec Monde is a language school offering French classes to anyone in the world who wishes to experience a French language study stay in Quebec City. **École Québec Monde** is located in downtown Quebec City, near the Gabrielle-Roy public library, close to numerous restaurants, cafés, shops, parks, and cultural institutions. It is a few minutes' walk from *Le Château Frontenac*, *La Gare du Palais* – which house the city's train station and bus terminal, and pedestrian and bike paths. In short, it is the perfect place for students to completely take advantage of their stay in Quebec City.

École Québec Monde offers a unique and personalized approach, where the student soaks in the French speaking environment and *Québécois's "joie de vivre"*. In addition, an experienced management staff, a team of qualified and skilled teachers, a warm atmosphere and an exceptional geographical location speak volumes in its favor.

Please never hesitate to contact us for any additional information about our school in Quebec City.



Director:
Viviane Brassard

More than 25 years experience in language schools management.



Director of Studies:
Nathalie Tremblay

A combined experience of more than 20 years in French as a second language teacher and as director of studies.

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FRENCH IMMERSION IN QUEBEC CITY

Who can register?

Students must be at least 18 years of age to enroll at **École Québec Monde**. It is possible to conditionally accept students who are under 18 years of age with an authorization letter from a parent or guardian but only in the Individual French program.

When to register?

We recommend that students register at least four weeks before courses start. This is even more important if a student wants to stay with a host family. Time is needed to select a family that will meet the expectations of the students.

When to start an immersion program?

It is important to consult our **Calendar** before enrolling in a French immersion program. Total beginner students must register on specific dates (ÉQM 0 dates). Students from other levels must register on the dates corresponding to ÉQM levels 1 to 5.

Please take note of the following Holidays during which **École Québec Monde** is closed.

- New Year's Day – January 1st;
- Good Friday – The Friday preceding Easter;
- National Patriots' Day– The Monday preceding May 25;
- Quebec National Day – June 24;
- Canada Day – July 1st;
- Labor Day – First Monday of September;
- Thanksgiving – Second Monday of October;
- Christmas – December 25;

and the week between Christmas and New Year's Day.



What are the programs?

The ultimate goal of our programs is to enable students to communicate in French with self-assurance, ease and accuracy. We achieve this by helping them develop skills in reading, writing and, especially, speaking and listening. We focus on improving all students' language level, recognizing their strengths and zeroing in on their weaknesses. Here are our programs:

Intensive French – 20 hours a week

Who is it for? For those who want to improve their French language skills in a group context.

Individual French – 1 to 35 hours of private classes a week

Who is it for? For those who want to improve their French language skills in an individual context.

Personalized French – *Intensive French + Individual French* (1 to 3 hours per day)

Who is it for? For those who want to improve their French language skills in a custom-made context.

Skype French – 1 to 5 lessons a week (30 or 45-minute lesson)

Who is it for? For those who want to maintain or improve their French language skills via webcam.

How many Language Levels?

There are 6 levels in our French programs, from **Total Beginner** (ÉQM Level 0) to **Expert** (ÉQM Level 5). We have special starting dates for ÉQM Level 0, so please check our **Calendar**.

How are students' levels assessed?

All students take a written placement test on their first day at **École Québec Monde**. The test is followed by a face to face oral interview. We use both the written test and interview to evaluate the level of the students so as to place each one of them in the relevant group or design the ideal study program focusing on their needs and goals.



Stepping out of the school onto St-Joseph Street

How many Students in a Group?

Our groups welcome a maximum of 8 students at a comparable level of French. To maintain uniformity in the group, there might be fewer than three students in the group. When that case presents itself, we reserve the right to adjust the number of hours of the *Intensive French Program*.

What is a typical course?

We put into practice all aspects of language learning with an emphasis on communication and oral comprehension. Group courses generally include the following key elements:

- Guided exercises for oral expression and listening comprehension
- Vocabulary and structures
- Homework assignment and correction
- Exercises for reading comprehension and written expression
- Communication and oral expression activities

What is the schedule like?

Courses are Monday to Friday, from 8:30 am to 12:30 pm **OR** from 1:15 pm to 5:15 pm, as planned by the Director of Studies.

Is there a language policy?

At **École Québec Monde**, French is the only language used to communicate on premises, in the classroom and during activities organized by **École Québec Monde**. A promise to speak French is signed by each student. Failure to respect this policy may lead to being expelled.

Is health insurance coverage required?

All students at **École Québec Monde** must have health coverage. Proof of insurance is required prior to starting classes. The school has a medical insurance plan available if you do not have one.

Who are the host families?

Not only do we personally know each of our host families, but we will supply a profile of the family chosen for the student. Host families take part in the learning experience of **École Québec Monde** by giving students a unique opportunity to quickly use in real life the French learned during the day. Families are carefully selected by **École Québec Monde** to provide a pleasant living environment and provide constant and warm support.

When to arrive in the host family and when to leave?

Most students arrive the Sunday before courses start and leave their host family the Saturday after courses end. Additional nights are billed at the ongoing **Extra Night** rate and are subject to availability.

When to contact the host family?

We strongly encourage students to contact the host family as early as possible before arrival. That way they can be certain that there will be someone to welcome them. **École Québec Monde** sends the email and telephone information of host families as soon as home stay booking is secured.

What happens if students need assistance?

You can be assured that students will always find help and advice from the staff of **École Québec Monde** if they need any type of assistance. And in case of emergency, a telephone line is available 24 hours a day and 7 days a week.



TERMS, CONDITIONS AND POLICIES

Minimum Age

Students must be at least 18 years of age to enroll at **École Québec Monde**. Students under 18 years of age can only be accepted in the Individual French program, with the authorization of a parent or a guardian.

Visa and Study Permit

École Québec Monde asks that you consult the Canadian embassy or consulate in your country of origin for information regarding the entry procedure into Canada. You do not require a Study Permit if your French immersion program lasts 24 weeks or less, but you might need a Temporary Resident Visa to visit Canada. If you study for more than 24 weeks, you must apply for a Study Permit – Canadian authorities will tell you how to proceed. In the event that you study without a permit or if you violate the conditions of your visa, you will be asked to leave Canada. For further information, please check <http://www.cic.gc.ca>.

Quebec Certificate of Acceptance or CAQ

You do not need to apply for a CAQ (*Certificat d'Acceptation du Québec*) if your French immersion program lasts 24 weeks or less. If you are studying for more than 24 weeks, you must apply for a CAQ. For further information, please check <http://www.immigration-quebec.gouv.qc.ca/en>.

Medical Insurance

Medical insurance is mandatory for all students of **École Québec Monde**. **École Québec Monde** proposes that you subscribe to its medical insurance plan at the time of registration. Otherwise, you will have to show proof of the medical insurance contracted prior to leaving your country of origin before your first class begins. If you still do not have medical insurance, **École Québec Monde** will ask you to subscribe to its medical insurance plan which coverage will begin that same day.

Course Tuition

The **École Québec Monde** rates are valid from January 1 to December 31 of a given year. Please note that a registration for the following year made no later than October 31 of the current year is invoiced at the current year rates.

Host Family Accommodation

Home stay begins the Sunday prior to your starting date and ends the Saturday immediately following your last class. Additional nights are invoiced to students and are subject to availability of space in host family.

Registration and Confirmation Procedure

You may get the registration form on the website of **École Québec Monde**. Complete the online registration or send the form duly completed by mail, email or fax. Upon its reception, we will confirm your registration and send your invoice. Your invoice includes the total amount of your French immersion stay. If you need a visa/permit to enter Canada, **École Québec Monde** will send you a *Letter of Acceptance* as soon as we receive your first payment covering the registration fee and, if applicable, the accommodation administration fee. The letter of acceptance is required by the Government of Canada to process your visa/permit application.

Registration Fee

A non-refundable Registration fee is required. This fee covers the administrative cost of the registration process.

Accommodation Administration Fee

A non-refundable Accommodation Administration fee is required to cover the administrative cost of planning the accommodation in a host family, an apartment, a bed and breakfast or a hotel. It is recommended to pay the fee as soon as possible to secure the home stay booking.

Change of Accommodation Administration Fee

Students may ask for a change of accommodation for justifiable reasons of discomfort or of non-compatibility with the host family chosen by **École Québec Monde**. When the request is made within the first week of arrival in the host family, the change is made at no additional fee. When it is made after the first week, a Change of Accommodation Fee of \$50 is invoiced to students. Students are responsible for the costs of moving from one place of accommodation to another.

Airport Pickup Fee

If on arrival day, the flight is cancelled or modified and the arrival time planned changes, students are responsible for communicating this change as soon as possible by calling the emergency number of **École Québec Monde**. By doing so, students make sure that the necessary modifications are noted. Should **École Québec Monde** not be notified, the representative of **École Québec Monde** is not under obligation to wait for students or to

return to the airport. Students must then go to their accommodation by their own means and the airport pickup fee is not refunded.

Payment Due

Payment of the invoice must be finalized in its entirety 14 days prior to the beginning of the French immersion program at **École Québec Monde**. A first payment must be made upon reception of the invoice if you need a visa/permit to enter Canada or if you want to secure a home stay booking.

Proof of Identity

Upon your arrival at **École Québec Monde**, we ask for your passport or a piece of official identification in order to make a photocopy for your file. Please note that your file is to be kept in a secure location. Passports and official identification documents are given back at once.

Course Attendance

Absences are registered daily in the students' file. The course completion certificate and the end of program evaluation are only handed to students who attended at least 80% of the classes.

Holidays taken by students

If students decide to take holidays when their course has started and wish not to lose the corresponding weeks of course, **École Québec Monde** must be imperatively informed, in writing, at least one (1) week before the planned date of absence and told of its duration. The course period is then extended by the number of weeks of holidays taken. Only complete weeks are considered. This condition does not apply to host family accommodation since payments to the host family are maintained during the absence of students. The additional weeks of lodging are invoiced to students. If students cannot extend their stay, no refund is made.

Dispute Resolution

If students have a complaint regarding the course, the administrative approach, another student, a professor or a member of the management staff, the director must be informed of the complaint. The director discusses the complaint with students in order to find a solution acceptable to all parties involved in the dispute. If the dispute directly involves the director, a written complaint must be sent to the President of the Board of directors of **École Québec Monde** so that he meets the concerned parties and reaches an agreement which is acceptable to all of them.

Language Policy

At **École Québec Monde**, French is the only language used to communicate on school premises, in the classroom and during activities organized by **École Québec Monde**. Failure to respect this policy might lead to being expelled from **École Québec Monde**.

Cancellation Policy before the Start Date

Registration fee and accommodation administration fee are non-refundable.

- When a registration is cancelled before the start of the course due to a visa refusal, tuition fee and accommodation fee are refunded if **École Québec Monde** receives a cancellation request in writing, accompanied by the letter received from Citizenship and Immigration Canada.
- When a registration is cancelled 14 days or more before the start of the course, tuition fee and accommodation fee are refunded if **École Québec Monde** receives a cancellation request in writing.
- When a registration is cancelled between 7 and 13 days before the start of the course, tuition fee and accommodation fee are refunded at 75% if **École Québec Monde** receives a cancellation request in writing.
- When a registration is cancelled less than 7 days before the start of the course, tuition fee and accommodation fee are refunded at 60% if **École Québec Monde** receives a cancellation request in writing.

Cancellation Policy after the Start Date

When a registration is canceled on arrival or after the start of the course, tuition fee and accommodation fee are reimbursed based on the percentage of completion of the immersion program at the time of receipt, in writing, of the cancellation request.

- If less than 10% of the program is completed, **École Québec Monde** refunds 50% of the number of weeks remaining.
- If between 10% and 30% of the program is completed, **École Québec Monde** refunds 30% of the number of weeks remaining.
- If more than 30% of the program is completed, no refund is granted.

**All registrations longer than 24 weeks require both
Canadian Student Visa and Quebec Acceptance Certificate (CAQ).**

REGISTRATION FORM

SECTION 1 – PERSONAL INFORMATION (AS INDICATED IN YOUR PASSPORT)

FIRST NAME:		LAST NAME:	
MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	DATE OF BIRTH:	PLACE OF BIRTH:
ADDRESS:		CITY:	PROVINCE / STATE:
COUNTRY:	POSTAL / ZIP CODE:		E-MAIL:
TELEPHONE NUMBER:		FAX NUMBER:	
NATIVE LANGUAGE:	OTHER LANGUAGE:		OCCUPATION:
COMPANY/MINISTRY:		AGENCY:	

SECTION 2 – PROGRAM INFORMATION

FRENCH LEVEL: PERFECT BEGINNER <input type="checkbox"/>				FALSE BEGINNER <input type="checkbox"/>		PRE-INTERMEDIATE <input type="checkbox"/>		INTERMEDIATE <input type="checkbox"/>		ADVANCED <input type="checkbox"/>	
COURSE START DATE: ___/___/___				COURSE END DATE: ___/___/___				NUMBER OF WEEKS: _____			
INTENSIVE FRENCH <input type="checkbox"/>		(20 HOURS / WEEK IN GROUP COURSES)									
INDIVIDUAL FRENCH <input type="checkbox"/>		NUMBER OF HOURS / WEEK: _____									
PERSONALIZED FRENCH <input type="checkbox"/>		(INTENSIVE FRENCH + INDIVIDUAL FRENCH) NUMBER OF HOURS IN PRIVATE CLASS / WEEK: _____									
I LEARN FRENCH FOR:		WORK <input type="checkbox"/>		SCHOOL <input type="checkbox"/>		EXAMINATION <input type="checkbox"/>		PERSONAL INTEREST <input type="checkbox"/>		OTHER <input type="checkbox"/>	

SECTION 3 – LODGING INFORMATION

TYPE OF LODGING: HOST FAMILY <input type="checkbox"/>				HOTEL <input type="checkbox"/>		BED & BREAKFAST <input type="checkbox"/>		OTHER <input type="checkbox"/>			
ARRIVAL IN HOST FAMILY: ___/___/___				DEPARTURE FROM HOST FAMILY: ___/___/___				No. OF WEEKS IN HOST FAMILY: _____			
SPECIFIC NEEDS: _____								PARKING SPACE REQUIRED <input type="checkbox"/>			
SMOKER: YES <input type="checkbox"/> NO <input type="checkbox"/>		ALLERGIES: YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, SPECIFY: _____									
IMPORTANT INFORMATION: _____											

SECTION 4 – AIRPORT INFORMATION

AIRPORT PICKUP: YES <input type="checkbox"/> NO <input type="checkbox"/>		IF YES, FLIGHT #		AIRLINE:		DATE:		TIME:	
AIRPORT DROP-OFF: YES <input type="checkbox"/> NO <input type="checkbox"/>		IF YES, FLIGHT #		AIRLINE:		DATE:		TIME:	

I HAVE READ AND ACCEPT THE TERMS, CONDITIONS AND POLICIES OUTLINED IN THE FOLLOWING PAGE. YES

SIGNATURE OF STUDENT OR OF PARENT (IF STUDENT IS UNDER AGE 18):						DATE:					
Medical insurance is mandatory for all ÉQM students						I will purchase the medical insurance plan provided by ÉQM <input type="checkbox"/>					
						I will provide proof of my medical insurance before I am admitted to my first ÉQM class <input type="checkbox"/>					
NAME OF CONTACT PERSON IN CASE OF EMERGENCY:						RELATIONSHIP:				PHONE No.:	
SIGNATURE OF AGENT:						DATE:					

AU PLAISIR DE VOUS RENCONTRER À ÉCOLE QUÉBEC MONDE À QUÉBEC



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