



LEARN FRENCH IN QUEBEC CITY, CANADA

ÉCOLE QUÉBEC MONDE

511, rue Saint-Joseph Est, bureau 200
Québec (Québec) G1K 3B7 Canada



+1 418 977-0505



+1 418 977-2229



info@ecolequebecmonde.ca

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, across from 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 of rich and significant experience in French language schools management.



Director of Studies:
Nathalie Tremblay

An extensive background built over almost 25 years as director of studies and as FSL teacher.



info@ecolequebecmonde.ca



ecole.quebec.monde



dde@ecolequebecmonde.ca



+1 418 686-3077 (Emergency Phone Number 24/7)

FRENCH IMMERSION IN QUEBEC CITY

Who can register?

Students must be at least 18 years of age to enroll at **École Québec Monde**.

When to register?

We recommend that students register at least four weeks before courses start. This is all the more important if you register to our home stay program since placement is done on a first paid-first served basis. 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. Complete beginner students should register on the dates that correspond to Arrival ÉQM level 0. Students from other levels should register on the dates that correspond to Arrival ÉQM level 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 weeks of Christmas and New Year's Day.



Our school

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** – 20 lessons a week
- ❖ **Customized 5** – Intensive + 5 Private lessons per week
- ❖ **Customized 10** – Intensive + 10 Private lessons per week
- ❖ **Customized** – Intensive + Private lessons (Number of your choice)
- ❖ **Private** – 1 to 30 Private lessons per week
- ❖ **Skype French** – 1 to 5 lessons a week (30 or 45-minute lesson)

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?

Classes are from Monday to Friday, between 8:30 am and 5:15 pm, as planned by the Director of Studies. The schedule is prepared weekly, once the new students are evaluated. A 4-lesson class will never be more than 3 times a week in the afternoon.

Can I request to have my classes at a specific time?

We do our best to answer such requests but we also need to maintain ideal learning conditions for all students. The director of studies, with the help of the teachers, meticulously considers all the elements before finalizing the schedule. Scheduling preferences may be impossible to answer during high season.

Is health insurance coverage required?

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

What type of accommodation is offered by École Québec Monde?

You are invited to register to the home stay program offered the members of our superb team of Francophone hosts and hostesses.

Who are the hosts and hostesses?

Our team consists of French speaking hosts and hostesses with whom we have been collaborating, for the most part, for several years. We know each one of them personally and have visited their home, paying a special attention to the comfort of the student's living space.

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

Usually, students arrive on the Sunday before the start of their classes and leave on the Saturday following the end of their course. All additional nights are invoiced to the student and are subject to availability. Municipal bylaws impose a limit of one (1) additional night at the beginning and one (1) night at the end of the immersion program.

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.



POLICIES

Minimum Age

Students must be at least 18 years of age to enroll at École Québec Monde (ÉQM).

Visa and Study Permit

ÉQM 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 26 weeks or less, but you might need a Temporary Resident Visa to visit Canada. If you study for more than 26 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 the [official website of the Canadian government](#).

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 26 weeks or less. If you are studying for more than 26 weeks, you must apply for a CAQ. For further information, please check the [official website of the Quebec government](#).

Medical Insurance

Medical insurance is mandatory for all students of ÉQM. ÉQM 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, ÉQM will ask you to subscribe to its medical insurance plan which coverage will begin that same day. You will not be allowed to attend classes without medical insurance.

Course Tuition

The ÉQM prices 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.

Home Stay Program

Home stay begins the Sunday prior to your starting date and ends the Saturday immediately following your last class. All additional nights are invoiced to the student and are subject to availability. Municipal bylaws impose a limit of one (1) additional night at the beginning and one (1) additional night at the end of the immersion program.

Dietary Restrictions

When registering for our accommodation program, dietary restrictions – vegetarian, gluten-free, lactose-free, vegan and any other restrictions – are subject to availability and additional fees. In some cases, you may be asked to buy part of your own food in addition to paying additional fees.

Registration

You may access the registration form on the website of ÉQM. You can either complete the [online registration](#) or send the printed PDF form duly completed by mail, email or fax. Once we have received your registration, we will prepare your invoice and send it to you. The registration serves as a contract.

Confirmation Procedure

Upon reception of your invoice, you will need to pay the registration fee and, if applicable, the accommodation placement fee as well as 20% of the tuition fee in order to confirm your registration. If you need a visa to enter Canada, ÉQM will send you a *Letter of Acceptance* as soon as we receive the payment of the registration fee and, if applicable, the accommodation placement fee.

Final Payment Due

After the first payment is made, the remainder of the sum due must be paid, in a single payment or in monthly instalments, no later than 14 days before the start of the course specified in the contract. Please wait for the official invoice before sending us a payment.

Registration Fee

This fee covers the administrative cost of the registration process. Returning students do benefit from a reduced rate.

Accommodation Placement Fee

This fee covers the administrative cost of applying to the home stay program. It is recommended to pay the fee as soon as possible since placement is done on a first paid-first served basis.

Home Stay Change Fee

Students may ask for a change of home stay for valid reasons. A home stay change fee is charged to the student. Changes might not be possible during high season. In all cases, the student assumes the costs of moving from one accommodation to another.

Proof of Identity

Upon your arrival at ÉQM, we ask for your passport or a piece of official identification in order to make a photocopy for our files. Please note that all files are kept in a secure location. Passports and official identification documents are given back at once.

Course Attendance

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

Vacation taken by students

If students decide to take a vacation and wish not to lose the corresponding weeks of courses, ÉQM must be imperatively informed, in writing, at least four (4) weeks before the planned dates of absence and told of its duration. The course period is then extended by the number of complete weeks of vacation taken. It does not apply to the home stay program as payments are maintained during the absence of students and the additional weeks of lodging are invoiced to students. If students cannot extend their stay, no refund is made and no other arrangements are made. An unplanned vacation/absence from classes fee is invoiced if the 4-week notice period is not respected.

Dispute Resolution

If students have a grievance regarding the course, another student, a teacher or a member of the management staff, the director must be informed of the complaint. The director will try 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 ÉQM so that he meets the concerned parties and reaches an agreement which is acceptable to all of them. If the dispute remains unresolved, ÉQM will contact Languages Canada to find a solution acceptable to all parties.

Language Policy

At ÉQM, French should be the only language used to communicate on school premises, in the classroom and during activities organized by ÉQM. Some circumstances might be an exception. Failure to respect this policy might lead to being expelled from ÉQM.

CANCELLATION POLICIES

Please note that the following fees are NON-REFUNDABLE:

- Registration Fee
- Accommodation Placement Fee

Cancellation Policy before Program Start Date

VISA DENIAL: When a visa is denied, tuition fee is refunded only if ÉQM receives a cancellation request in writing and the letter received from Citizenship and Immigration Canada.

MORE THAN 30 DAYS: If a written notice of withdrawal is received by ÉQM more than 30 days before the start of the course specified in the contract, ÉQM will retain a cancellation fee of 10 % of total tuition due under the contract to a maximum of \$1000.

BETWEEN 0 TO 30 DAYS: If a written notice of withdrawal is received by ÉQM between 0 and 30 days before the start of the course specified in the contract, ÉQM will retain a cancellation fee of 25 % of total tuition due under the contract to a maximum of \$1500.

Cancellation Policy after the Start Date

If the registration is canceled on arrival or after the start of the course, tuition fee is reimbursed based on the percentage of completion of the total study period specified in the contract at the time of receipt, in writing, of the cancellation request.

BETWEEN 0 TO 10%: If the notice of withdrawal is received by ÉQM within the first 10% of the total study period or if a student does not show up on their scheduled start date, ÉQM will retain a cancellation fee of 30% of the tuition due under the contract.

MORE THAN 10% TO 30%: If the notice of withdrawal is received by ÉQM when more than 10% up to 30% of the total study period has elapsed, ÉQM will retain a cancellation fee of 50% of the tuition due under the contract.

MORE THAN 30%: If the notice of withdrawal is received by ÉQM when more than 30% of the total study period has elapsed, no refund is granted and no credit will be given for the remaining amount.

Cancellation Policy of Home Stay Program

All home stay cancellations or withdrawals are subject to a \$200 Cancellation Fee.

PRIOR TO ARRIVAL: If the written notice of cancellation or withdrawal from the home stay program is received by ÉQM before the start date of the program specified in the contract, a full refund will be given save for the cancellation fee.

BETWEEN 0 TO 30%: If the written notice of withdrawal from the home stay program is received by ÉQM within the first 30% of the total accommodation period, ÉQM will refund the unused portion minus 1 week of home stay fee and the cancellation fee of \$200.

MORE THAN 30%: If the written notice of withdrawal from the home stay program is received by ÉQM when more than 30% of the total accommodation period has elapsed, ÉQM will refund the unused portion minus 2 weeks of home stay fee and the cancellation fee of \$200.

All registrations longer than 26 weeks require both Canadian Student Visa and Quebec Acceptance Certificate (CAQ).

IN CASE OF DISCREPANCIES, THE INFORMATION ON OUR WEBSITE IS MOST CURRENT AND SHALL PREVAIL.

REGISTRATION FORM

SECTION 1 – PERSONAL INFORMATION

| | | | |
|--|---------------------------------|--------------------|-----------------|
| FIRST NAME(S): | | LAST NAME(S): | |
| MAN <input type="checkbox"/> | FEMALE <input type="checkbox"/> | DATE OF BIRTH: | PLACE OF BIRTH: |
| ADDRESS: | | CITY: | |
| PROVINCE / STATE: | COUNTRY: | POSTAL / ZIP CODE: | |
| PRIMARY PHONE NUMBER: | | E-MAIL: | |
| ALTERNATIVE PHONE NUMBER: | | SPOKEN LANGUAGES: | |
| EMERGENCY CONTACT: | RELATIONSHIP: | PHONE: | EMAIL: |
| HOW DID YOU HEAR ABOUT ÉQM: INTERNET <input type="checkbox"/> RECOMMENDATION <input type="checkbox"/> AGENCY <input type="checkbox"/> LANGUAGES CANADA <input type="checkbox"/> OTHER <input type="checkbox"/> | | | |

SECTION 2 – PROGRAM OF STUDY

| | | | |
|--|--|--|--|
| CURRENT FRENCH LEVEL: NEVER STUDIED FRENCH <input type="checkbox"/> BEGINNER <input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> ADVANCED <input type="checkbox"/> VERY ADVANCED <input type="checkbox"/> | | | |
| START DATE: DAY ____ / MONTH ____ / 20__ | | END DATE: DAY ____ / MONTH ____ / 20__ | |
| NUMBER OF WEEKS: _____ | | | |
| INTENSIVE FRENCH <input type="checkbox"/> (20 HOURS PER WEEK IN GROUP COURSES) | | INDIVIDUAL FRENCH <input type="checkbox"/> NUMBER OF HOURS PER WEEK: _____ | |
| CUSTOMIZED FRENCH 5 <input type="checkbox"/> (20 H IN GROUP + 5 H IN PRIVATE CLASS PER WEEK) | | CUSTOMIZED FRENCH 10 <input type="checkbox"/> (20 H IN GROUP + 10 H IN PRIVATE CLASS PER WEEK) | |
| CUSTOMIZED FRENCH MY CHOICE <input type="checkbox"/> (INTENSIVE FRENCH + ? INDIVIDUAL FRENCH) | | NUMBER OF HOURS IN PRIVATE CLASS PER WEEK: _____ | |

SECTION 3 – HOME STAY PROGRAM

| | | | | | |
|---|--|--|--|--|--|
| START DATE: DAY ____ / MONTH ____ / 20__ | | END DATE: DAY ____ / MONTH ____ / 20__ | | No. OF WEEKS IN HOME STAY: _____ | |
| DIETARY RESTRICTIONS : NONE <input type="checkbox"/> VEGAN <input type="checkbox"/> GLUTEN-FREE <input type="checkbox"/> LACTOSE-FREE <input type="checkbox"/> ORGANIC FOOD <input type="checkbox"/> VEGETARIAN <input type="checkbox"/> OTHER <input type="checkbox"/> | | | | | |
| IF OTHER, DETAIL AS BEST AS POSSIBLE: _____ | | | | | |
| PARKING SPACE REQUIRED <input type="checkbox"/> | | SMOKER: YES <input type="checkbox"/> NO <input type="checkbox"/> | | ALLERGIES: NO <input type="checkbox"/> YES, SPECIFY: _____ | |
| IMPORTANT INFORMATION: _____ | | | | | |
| _____ | | | | | |
| _____ | | | | | |

SECTION 4 – ADDITIONAL SERVICE

| | |
|---|--|
| 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"/> |

SECTION 5 – VALIDATION

| | |
|--|--|
| I HAVE READ THE AUTHORIZATION TO REPRODUCE STUDENT TESTIMONIAL FORM AND I HEREBY GRANT PERMISSION TO ÉQM. | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| I HAVE READ THE AUTHORIZATION TO REPRODUCE PHYSICAL LIKENESS FORM AND I HEREBY GRANT PERMISSION TO ÉQM. | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| I HEREBY GRANT PERMISSION TO ÉQM TO USE MY NAME WITH THESE IMAGES. | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| I HAVE READ AND ACCEPT THE POLICIES OF ÉCOLE QUÉBEC MONDE. | YES <input type="checkbox"/> |
| SIGNATURE OF STUDENT: _____ DATE: DAY ____ / MONTH ____ / 20__ | |

AU PLAISIR DE VOUS RENCONTRER À ÉCOLE QUÉBEC MONDE À QUÉBEC



Follow us on:  Ecole_francais  Ecole Quebec Monde Français

Visit our website www.ecolequebecmonde.ca to know more about us.