This handbook contains the policies and procedures most pertinent to Western’s French Immersion School students.
Western University’s French Immersion School in Quebec offers French language courses (all levels) from the University’s degree-curriculum. These courses are taken for credit with a final grade appearing on an official Western University transcript. Detailed course descriptions are available on our website.

Enrolment in each course is limited. The University is unable to guarantee registration in any particular course and reserves the right to withdraw course offerings. All courses run mornings and some afternoons during a four and a half week period. They are equivalent to one full course in the regular academic session.

Prerequisite: A course that must be successfully completed prior to registration for credit in the desired course.

Antirequisite: A course that overlaps sufficiently in course content that both cannot be taken for credit.

For Western University students, attempt and grade point regulations will apply and the final grade will automatically appear on your Western Transcript.

For visiting students from other Universities, it is your responsibility to obtain special permission (a Letter of Permission) from your home institution to be granted credit for the Trois-Pistoles course and to request transfer of official transcripts from Western University directly to your home institution.

Marking Scale

<table>
<thead>
<tr>
<th>Mark Range</th>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>80 - 89</td>
<td>A-</td>
<td>4</td>
</tr>
<tr>
<td>70 - 79</td>
<td>B+</td>
<td>3</td>
</tr>
<tr>
<td>60 - 69</td>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>50 - 59</td>
<td>B-</td>
<td>1</td>
</tr>
<tr>
<td>Below 50</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Credit Status

All courses offered during the session are degree-credit courses. Students who wish to take a course on a non-credit basis must submit a request to the Program Manager or to the Director of the Trois-Pistoles French Immersion School by the end of the third day of classes. Being registered as a non-credit student does not exempt you of the School; all students must complete all class assignments, including the final exam.

Academic work outside of the program

Due to the intensity of the immersion program, academic work outside of but concurrent with your French course, such as an online course, is not recommended. Your immersion experience requires your full and exclusive attention.

Academic Awards

Academic awards are distributed at the end of the session during the closing ceremony. These include:

a) Le Prix du Patrimoine: awarded to the student judged to be the most accomplished in the French course and also in the para-academic activities of the School;

b) Le Prix Lacroix: awarded to the student who has never lived in a francophone environment and who has made the most progress in French conversation;

c) Le Prix Laliberté: awarded to the student who has demonstrated exceptional integration with the host family;

d) Le Prix “Je m’implique” awarded to the student whose contributions to the extra-curricular activities were continuous and of high quality;

e) Le Prix Théophile Casaubon: for community interaction and integration.

Speaking French

The School requires that you show your commitment by signing a pledge to speak French at all times, and then honouring your pledge throughout the session, as our staff and the people of Trois-Pistoles have pledged to enforce this rule.

Occasional use of English words (or another language) in a French sentence, through lapses of attention, lack of vocabulary or language comprehension is acceptable. However, you are expected to speak in French using isolated English words or expressions only when no French synonym or explanation available to you will do. The rule applies not only to the classrooms and other areas of the School, but also to the homes of the families where you live, the town itself and the places outside of Trois-Pistoles visited on excursions.

Students who persistently contravene the French only rule will be given three warnings (avertissements) that they must improve their behaviour. The first warning will be a verbal warning given by the Coordinator. The second warning will be given in writing by the Coordinator. The third and final warning will be given, in writing, by the Director of the School. Students who persist in violating the French only rule after their third warning will be expelled from the School. Students expelled from the School may be subject to academic and financial penalties.

Attendance

More than three missed classes (without a valid reason) throughout the session will result in loss of the credit. If you leave and cannot return to complete the course and write the final exam scheduled for the final Wednesday, then you will not pass the course. Any student who wants to leave the program before the end must have written proof of the reason why he/she has to leave. No permission will be granted without this written proof. Students will not pass the course if they leave without writing the final exam.

Western University Policies and Regulations

The academic policies and regulations of the French Immersion School and Western University apply to all students studying at the School. Academic policies and regulations are described in the University’s academic calendar, which may be consulted at Western and at Trois-Pistoles or on the web: http://www.westernontario.ca/

Code of Conduct

Every student attending the French Immersion School is expected to comply with the provisions of the Code of Student Conduct. Sanctions for non-compliance range from a warning or reprimand to expulsion from the School. It is the responsibility of every student to read the Code and familiarize him or herself with its contents.

Academic Awards

Le Prix Litalien: awarded to the student who has demonstrated academic excellence throughout the School.

Le Prix du Cœur: awarded to the student who has shown a strong commitment to the school community.

Le Prix du Service Communautaire: awarded to the student who has made exceptional contributions to the School.

Le Prix du Sport: awarded to the student who has demonstrated exceptional athletic ability.

Le Prix du Citoyen: awarded to the student who has shown exceptional civic engagement.

Le Prix du Talent: awarded to the student who has demonstrated exceptional talent in an area of interest.

Le Prix du Courage: awarded to the student who has shown exceptional courage in the face of adversity.

Le Prix du Respect: awarded to the student who has demonstrated exceptional respect for others.

Le Prix du Merite: awarded to the student who has shown exceptional merit in all areas of the School.

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Acknowledgement and Assumption of Risk

During the online registration process, you will be asked if you have read and agree with the following. Your registration will not be processed unless you indicate agreement.

During field trips, exchanges or other excursions in which you will be participating in under the arrangements of The University of Western Ontario at l’École d’immersion française de Trois-Pistoles, certain risks and dangers may occur, including but not limited to, the hazards of travelling, accidents or illness in remote places without medical facilities, the forces of nature and travel by air, water, train, automobile or other means as well as exposure to customs and practices of a society different from your own. Accordingly, it is understood that despite its efforts, the University may not be able to ensure your complete safety at all times from such risks and dangers. More particularly, the University of Western Ontario does not carry accident or injury insurance for the benefit of participants and there may be certain matters for which participants could be held at fault personally if the accompanying circumstances do not relate to or arise from the educational experience or if activities and conduct of participants fall short of what would be considered a reasonable standard. Participants are accountable in all respects for their own actions and agree to refrain from asking the University or its employees to accept the consequences thereof. Participants must agree to be responsible for any claims made against the University in relation to their actions.

Fees

Fees stated are preliminary fees for 2018. Fees are in Canadian funds. Please note that if you are in receipt of an Explore Bursary, your fees will not exceed the amount of the Bursary and the University will cover any difference in the actual costs.

<table>
<thead>
<tr>
<th></th>
<th>Canadian Citizens/Permanent Residents/International Exchange Students at Western University</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,344.60</td>
<td>$5,748.60</td>
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<tr>
<td>Room and Board</td>
<td>$958.00</td>
<td>$958.00</td>
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<tr>
<td>Immersion and Enrichment Fee</td>
<td>$372.40</td>
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<tr>
<td>Application Fee</td>
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<tr>
<td>TOTAL</td>
<td>$2,950.00</td>
<td>$7,354.00</td>
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</tbody>
</table>

(The Board of Governors reserves the right to amend fees.)

Financial Assistance

A small number of French Immersion Bursaries ($2000) are awarded annually to students who demonstrate financial need and are registered in a credit course at the School. Students in receipt of an Explore Bursary are not eligible to apply. These bursaries were established through Foundation Western by donations from Trois-Pistoles alumni and friends. Applications are available at the French Immersion School Office in London (519-661-3637 or tpistole@uwo.ca).

Transcripts

Transcript Request

Once grades have been posted (approximately two weeks after the end of the program), you may order a transcript by mail, fax or online at www.registrar.uwo.ca.

The forms can be mailed, faxed, or picked up in person at the Office of the Registrar (photo ID required). Transcript fees are $15.00 per copy plus additional shipping or rush fees if necessary.

For assistance, please contact the Registrar’s Helpline at 519.661.2100 or email: contact@uwo.ca

Tax Certificates

Tax certificates for tuition fees for credit students will be available online at www.registrar.uwo.ca in February.

Contact Information

Western University Community Centre, Room 47
London ON, Canada N6A 3K7
t: 519.661.3637 f: 519.850.2313
w: frenchimmersion.uwo.ca
e: tpistole@uwo.ca