



# Western Continuing Studies

## **FRENCH IMMERSION SCHOOL** STUDENT HANDBOOK 2023

This handbook contains the policies and procedures most pertinent to Western's French Immersion School students.

# Policies & Procedures

## Degree-Credit Courses

Western University's French Immersion School in Quebec offers French language courses (all levels) from the University's degree-credit 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 in-person courses run mornings and some afternoons, and online courses are offered in the afternoon, both during a five 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 University transcript.

For visiting students from other Universities, it is your responsibility to obtain special permission (e.g. 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

Mark Range	Grade	Grade Point
90 - 100	A+	5
80 - 89	A	4
70 - 79	B	3
60 - 69	C	2
50 - 59	D	1
Below 50	F	0

### Credit Status

All courses offered during the session are degree-credit courses. Students can take one full course or two half courses to earn 1.0 university credit. Students who need to make a change to their initial course selection 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. All students must complete all class assignments, including the final exam, if applicable.

### 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 Président: awarded to the student judged to be the most proficient 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 Litalien: 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 Theophile 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 all 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 comparison 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 to both online and in-person programs, including classrooms and/or online course sites, other areas of the School, the homes of the host families, the town itself and any area visited on excursions.

Students speaking a language other than French will be given warnings ("avertissements") to remind them of their pledge. Those who persist in contravening the French-only rule after their first warning will be subject to appropriate penalties at the School's discretion, including being barred from activities or being 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. Please note that these attendance requirements apply to both the course and the sociocultural components of the program. If you cannot attend class or participate in activities due to illness or other unforeseen circumstances, you must inform your instructor and/or workshop leader. You must complete all required make-up assignments to maintain your standing in the course.

If you need to discontinue your participation altogether, you must inform the School and follow the appropriate steps to officially withdraw.

# Policies & Procedures

## Western University Policies

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.westerncalendar.uwo.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.

## Homestay Policies

Western University's French Immersion School offers a unique experience in placing each student attending the program in-person with a specially chosen Quebecois family for room and board for the entire session. Please note that 'host family' may mean an older or younger single person or couple with or without children.

Every effort will be made to meet your accommodation requirements; however, complete details of such requirements must be stated as early as possible on the application form. Students who require special diets must make this known to the School when applying and must give details of their diet (e.g. vegetarian). A doctor's note will be required for all food-related allergies before acceptance into the program can be confirmed. Students with dietary preferences (i.e. not medically-related) will be required to pay an additional fee to compensate the additional costs incurred by their host family. For dietary needs related to religious practice, please contact the French Immersion School office.

### Noise

Students should be careful not to disturb their hosts by making unreasonable noise, especially when returning at late hours. The host family will avoid making unreasonable noise especially in the late evening.

### Rooms, Study Facilities, Laundry, Housework

The host family will provide a bed with linen (changed weekly), towels and facecloths and suitable study facilities (desk or kitchen table with good lighting). Families are not required to do the student's personal laundry. There is a laundromat in Trois-Pistoles.

Students will make their beds each morning, keep their rooms clean and tidy, clean the bathtub or shower after use, avoid wasting utilities, open only screened windows in their room, and generally look after the furnishings.

### Meals

Host families agree to provide three substantial and well-balanced meals per day. They are not required to provide snacks or refrigerator privileges. With appropriate notice, they will provide a bag lunch for an excursion.

### Student-Host Rapport

The student and the host family should show an interest in promoting an agreeable relationship. The student and the host family should respect the rights and property of the others in the household, showing common consideration and courtesy towards one another.

If any questions, complaints or problems do arise, despite everyone's goodwill, they should be discussed immediately with the homestay coordinator and/or the counsellor appointed by the School.

### Alcohol and drugs are prohibited on the host family's property

Warnings will be issued to any offenders and repeated offences, should they occur, constitute grounds for expulsion.

## Expectations

Le Certificat de l'École d'immersion française will be awarded at the end of the program to each student who has fully participated in all of the School's activities. However, any one of the following reasons will justify withholding the certificate:

- a)** Failing to follow the rules of the School, in particular the rule referring to speaking French at all times;
- b)** Missing more than 3 sessions of workshops without a valid reason (as determined by the administration);
- c)** Arriving after the beginning of the program or leaving before the closing ceremonies without a valid reason;
- d)** Behaviour detrimental to the School and its program (repeated lateness, disruption of activities, etc.).

It should be emphasized that while we expect most of our students will obtain this certificate, it will not be granted automatically.

## Health Information and Immigration Requirements

Domestic students should bring their provincial health insurance card along with photo identification. Students should consider additional health care coverage and travel insurance in case of pandemic restrictions. International students should purchase health insurance coverage for the duration of their stay in Canada. Non-residents of Canada must contact the nearest Canadian Embassy or consulate at least three months before the start of the program in order to determine whether a visa is required. It is the responsibility of participants to obtain all documents necessary for entry into Canada before leaving their own country.

# Fees & Transcripts

## Fees

Fees stated are preliminary for 2023 and 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.

	Preliminary Program Fees Domestic	Preliminary Program Fees International
Tuition	\$1,210.00	\$7,821.00
Homestay fee	\$1266.53	\$1266.53
Immersion and Enrichment Fee	\$323.47	\$323.47
Application Fee	\$275.00	\$275.00
<b>TOTAL</b>	<b>\$3,075.00</b>	<b>\$9,686.00</b>

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

## Financial Assistance

A small number of French Immersion Bursaries 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 or online at [www.registrar.uwo.ca](http://www.registrar.uwo.ca). The forms can be mailed or delivered electronically. Transcript fees depend on the type of transcript (paper or electronic) and method of delivery.

For assistance, please contact the Registrar's Office through [Live Chat](#) or the [Virtual Helpline](#).

## Tax Certificates

Tax certificates for tuition fees for credit students will be available online at [www.registrar.uwo.ca](http://www.registrar.uwo.ca) in February.

## 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.