



Edu
inter



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BONJOUR! / WELCOME!

ADULT FRENCH PROGRAMS 2024 - WELCOME GUIDE



Horaire du premier jour – First Day Schedule

7:30 – 7:45	Accueil des étudiants – Welcome of students Tests oraux de français – French oral test
7:45 – 8:00	Visite de l'école – School visit
8:00 – 8:15	Session d'orientation – Orientation session
8:15 – 8:30	Pause – Break
8:30	Intégration des cours – Class integration

* The masculine is used in this publication without prejudice for the sake of conciseness.

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learningfrenchinquebec.com
info@edu-inter.net

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755 Grande-Allée Ouest
Québec (Québec) G1S 1C1 Canada



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Welcome to Edu-inter

The school staff is pleased to welcome you at Edu-inter. We are proud to be attentive to your needs to provide you with quality service.

Team presentation:

Title	Name	Phone	E-mail
President	Sylvain Langlois	(418) 573-5956	s.langlois@edu-inter.net
General director	Christophe Fernandez	(418) 930-2959	dgenerale@edu-inter.net
Director of operations	Sophia Thomasson	(418) 440-3077	admin2@edu-inter.net
Academic Director	Guillaume Degeilh	(418) 930-4346	dacademique@edu-inter.net
Accountants	Hélène Frongillo Johanne Viau	(418) 271-3851	comptabilite2@edu-inter.net comptabilite3@edu-inter.net
Accommodation Director	Yohan Szantaruk	(418) 563-3905	hebergement@edu-inter.net
Executive Assistant	Fernanda V. Freire	(418) 573-5956	adjoint@edu-inter.net

Emergency phone number: +1 (418) 264-8952

Dial this number if you are lost or need urgent assistance **(do not text this number).**

School phone number: +1 (418) 573-5956

School address: 755 Grande Allée O, Québec, QC G1S 1C1, Canada

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Opening hours

Collège Mérici	7:30 am to 9:00 pm - Monday to Thursday
	7:30 am to 6:30 pm - Friday
	7:30 am to 5:00 pm - Saturdays and Sundays
	(The doors of the college will only open at 7:30 am)
Edu-inter (5 th floor)	8:00 am to 4:00 pm
Library (2 nd floor)	8:00 am to 3:00 pm
Cafeteria (1 st floor)	7:30 am to 1:30 pm

Class starting date & time (Monday to Friday)

Cours régulier (Core French)	Conversation (Intensive)	Semi-privé (Super-intensive)
8:30 am to 11:30 am	12:15 pm to 2:00 pm	2:00 pm to 3:15 pm (Monday to Thursday)

If you are late, you will be asked to get a late ticket at the academic director's office. If you are late more than 15 minutes, you will not be admitted to class and will be able to join the class only after the break.

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Other useful information

Free Wi-Fi

Network: Merici
Username: eduinter
Password: Eduinter2021



How can I get around the city?

You can use public transportation called RTC. It is very easy to use.

Please note that buses 800, 801 and 11 will get you to the old city, the malls and, most importantly, school!

We highly suggest that you use [Google Maps](#) to plan your itinerary.

How can I pay?

There are 2 ways you can pay to take the bus. You may choose to pay \$3.75 CAD per individual trips (exact change) when getting on the bus or get an immediate loadable bus fare by using the [RTC Nomade Paiement App](#). You may also purchase a bus pass that will allow you to use RTC as often as you like for a certain period of time.



Where can I get an Opus card? (rechargeable)

- **Uniprix** 905, boul. René-Lévesque Ouest Québec G1S 1T7 - Tel. 418 683-3631
- **Dépanneur Chez Alphonse (Pavillon Maurice-Pollack / Université Laval):** 2325 Rue de l'Université, Québec, QC G1V 0B4

ATMs and banks

Several banks are located near the school. You can find National Bank, Royal Bank, Scotiabank, CIBC etc. To open a bank account, you need at least two IDs (passport, international driver's license and/or credit card) + an Edu-inter registration confirmation letter.

There is a private ATM machine located in the cafeteria and there are 2 ATMs located on Avenue Cartier, a 10-minute walk from the school. You can also find ATMs around the city.

Edu-inter Activities

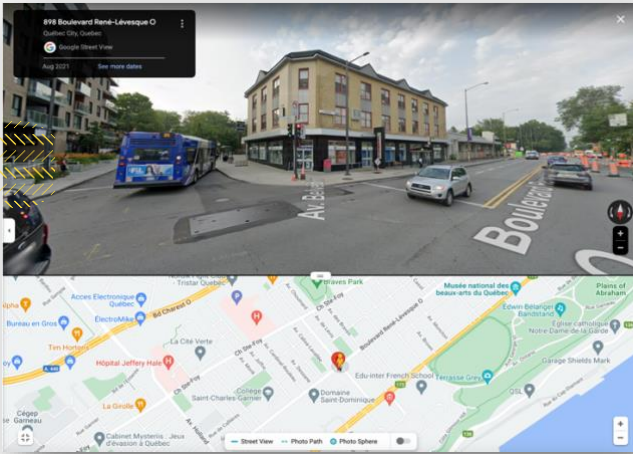
The schedule of activities is presented and posted each week on the wall of the corridor on the 5th floor. There is always a minimum of participants required for the activity to proceed.

Health insurance

Foreign students must have health insurance for the entire duration of the program. You may purchase health insurance from your own insurance company or with us for \$3.10 per day.

Post office & Pharmacies

The nearest post office is located inside Uniprix (drugstore) located at the corner of Belvedere street and Rene-Levesque (see map). You may also find common off-the-shelf and prescription medication at the drugstore. You may also get help if you have headaches, stomach-aches, fever, cold, etc.



Uniprix
905, boul. René-Lévesque Ouest
Québec G1S 1T7 - Tel. 418 683-3631

Other drugstores nearby:

Pharmacie Brunet
1019, Avenue Cartier
Québec G1R 2S3 - Tel. 418-524-0230

Pharmacie Jean Coutu
110, Boulevard René-Lévesque Ouest Québec G1R 2A5 -
Tel. 418 522-1235

Medical clinics & Hospital

If you get ill and you are not in condition to attend school, you must notify the Academic Director of your absence at the following phone number: 418 930-4346 or write an email at dacademique@Edu-inter.net.

You must always have your medical insurance card when visiting the hospital or clinic and present it upon arrival.

If you acquired medical insurance through Edu-inter, you must follow these steps when you require medical assistance:

- Present your insurance card at the hospital or clinic
- Pay all incurred fees and keep the receipts (bring your credit card)
- Complete the Claim Form to be reimbursed (attached to your insurance paper)

In case of illness or accident, please notify your host family immediately. If you feel ill at school, you must notify your teacher and the academic director as well.

If you are not in school or in your accommodation while feeling ill, please call the **Emergency number at 418 264-8952 (don't text this number).**

Where to get medical assistance?

For dizziness, weakness, cuts, sprains, scrapes, or any condition that does not require going to the emergency room, we recommend that you go either to one of the walk-in clinics below. **The cost of consultation may vary between \$80 CAD and 350\$ CAD excluding medication.**

La Cité Médicale	Ma Clinique Lebourgneuf	Hôpital Jeffrey Hale
2600, Bd Laurier - Suite 295 Québec, QC G1V 4T3 Tel. 418-781-0480	725 Bd Lebourgneuf Québec, QC G2J 0C4 Tel. 418-626-1313	1250 Chemin Sainte-Foy Québec, QC G1S 2M6 Tel. 418-684-5333

For serious or persistent dizziness or weakness, convulsions, emergencies, fractures, accidents, or acute pain we recommend going to the CHUQ hospital. **Cost of consultation will be \$1,500 CAD or more.**

Centre Hospitalier Universitaire de Québec de Laval (CHUL)

2705 Boulevard Laurier
Québec, QC G1V 4G2
Tel. 418-525-4444

Accommodation information – Homestay

Accept the rules of the host family. Each host family has its own regulations and recommendations regarding the students. It is imperative that each student makes an effort to understand them upon arrival.

Each student must be respectful towards his host family. The student must understand and apply the rules of the host family as to household assistance, in helping with dishes, respecting the hours of curfew, the use of telephone and the internet etc. It is the student's responsibility to provide all necessary information to the host



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family when planning a special activity (like sleeping at a friend's house, going to a party, etc.)

Students should not keep regular contact with other students from the same country or the same language. (Phone, email, etc.) The student is here to improve his new language and make friends in the community or at school. The student must avoid numerous phone calls to his family (once a week is highly recommended). The family of the student apply this recommendation by limiting the numbers and duration of conversations.

The use of the washing machine and the dryer is allowed once a week. Family reserves the right to wash your clothes or to have you do it yourself.

If a trip of more than one night is planned with or without the host family Edu-inter should be informed by the student and receive a phone number to reach students in case of emergency.

If a relative or a friend of the student plans on visiting or picking-up the student, Edu-inter needs to be notified. Please take note that the host family is not required to offer accommodation to that person.

Respect the families of Edu-inter. Remember to keep your room clean and try not to leave your stuff around unnecessarily. Do not forget to reimburse the family if your stay includes additional expenses, excluding meals and accommodation. Observe the habits of family members and do not use, for example, the bathroom too long in the morning. Ask permission to call. Remember to give your host family the planning of your group activities so that they are aware of your schedule.

Respect the house. If you damage something in your accommodation, you will be held responsible for some type of compensation. Edu-inter cannot be held liable for damages.

Important damages will be sanctioned by an immediate departure from your homestay at your expense!

Changing family. Change of family for a student happens only for unresolvable situations. If a student wishes to change family, he must make a written request and submit it to the accommodation coordinator at Edu-inter. Edu-inter will decide to accept or reject the request of the student regarding his change. The maximum delay for a change requirement is 7 days after the student's arrival unless a major situation happens that requires a move after that delay.

Families are committed to providing balanced, varied and complete meals in accordance to the meal plan you chose.

- The meal option cannot be substituted without Edu-inter and the host family's consent. If you opted for the 2-meal option, this includes breakfast and dinner. You cannot substitute dinner for lunch.
- The snacks are not included in the 2-meal option but are in the 3-meal option with moderation.
- The host family will provide you with breakfast options that you need to prepare by yourself.
- Respect mealtimes. You should always contact the host family if you are to be late for a meal, for example.

Code of Conduct

In the event of an emergency requiring going to the hospital, a staff member from Edu-Inter will assist you through all the procedures. In case of illness requiring going to the clinic, the host family or the residence supervisor will accompany you.

You must always have your passport and medical insurance card when visiting the hospital or clinic and present it upon arrival.

In case of illness or accident, please notify your host family immediately. If you feel ill at school, you must notify your teacher/group leader as well.

If you are not in school or in your accommodation while feeling ill, please call first the school phone number: +1 (418) 573-5956 from 8:00 am to 4:00 pm, then call the emergency phone number: +1 (418) 264-8952.

Hazardous activities

Many travel insurance policies do not cover hazardous activities such as: Parachuting, paragliding, ski jumping, bungee jumping and aircraft flying. Practicing these activities is the sole responsibility of the participant.

Final Authority

Students must respect all decisions made to and established by Edu-inter, its staff or coordinators. Edu-inter has the right to return a student to his home country if he does not comply with the standards of conduct or for any other disciplinary problems. Edu-inter may also return a student in his home country in case of health problems, or certain other medical problems undeclared or hidden on the medical record of the student.

Hitchhiking

Hitchhiking is illegal in Canada.

Violations of the law

If a student violates a criminal law, or is arrested and prosecuted, or if Edu-inter receives reliable information that a student has been arrested and prosecuted, the student will be immediately returned to its country of origin. Students must obey all Canadian laws.

Leaving the program

Students are not allowed to return to their country of origin during the program, unless already agreed with Edu-inter, and still be considered a participant of the program. When a student leaves, except in case of

emergency, he cannot return to the program without registering again. The student is allowed to leave the program only if death or serious illness in the family or other emergencies accepted by Edu-inter.

Money

Students are responsible for their personal purchases (clothing, entertainment, transportation, etc.) Each student is responsible for his own money. Edu-inter is not responsible for lost or stolen money. It is also forbidden by the Edu-inter student to deposit money in the bank account of the host family. A student must not borrow or lend money to a member of their host family.

Sex

The experience of the student in the language program should absolutely not be a time of romantic attachments. Therefore, it is extremely important that the moral behavior of the student is always above reproach. Take note that sexual relationship involving a minor is prohibited by the law. Any incriminating behavior will result in an expulsion and cancellation of the student's program.

Work and jobs

International students of the language program are not authorized by their study visa status to work and look for a job in Canada.

Culture of the host country

Observe and try to fit the lifestyle of your host country. The customs vary from one country to another. You are in a foreign country, and it is up to you to adjust to the lifestyle of the family and the host country, not the opposite.

Parking

Parking at the college is not free of charge. If you need a parking pass during class hours, you can purchase it at the security office (\$9.50 per day)

School Policies

French only policy

Edu-inter has a mandatory "French Only Policy" in effect whereby students are expected to always speak French while at school and during activities. Students who refuse to speak French in class, in the hallways and during activities will be subject to disciplinary measures that can go from meeting with the general director to being expelled from the program.

Punctuality

You must arrive on time for all your classes. If you are late for class, you will need to get a permission slip from the academic director to enter the classroom or you will be asked to wait until the break to enter the classroom. Being late will affect your studies and your diploma.

Attendance

Students are expected to attend all classes. Teachers will record absentees each day. If you are going to be absent, you need to tell your teacher or contact the academic director. To receive your certificate at the end of the program, you must have an 80% attendance record. If you miss more than 20% of your classes, it will be considered for an exception only if you present a doctor's note.

Classroom & cafeteria cleanliness

Students are responsible for cleaning their desk and table after classes or meals. Students are also expected to sort plastic, cans and paper containers and throw them away in the appropriate recycle bin.

Computers & communication devices in school

Students are free to use their own laptop/tablet/phone within classroom time only when authorized by the teacher. At any other time during the class, it must be turned off. Edu-inter strongly recommends limiting the use of communication technologies to the absolute minimum in order to maximize learning and cultural adaptation.

Fighting/violence/bullying

Edu-inter has a zero-tolerance policy for fighting or any form of violence. Any participant involved in fighting or acts of violence, whether on school property or anywhere else, will be expelled immediately.

Smoking, drugs & alcohol (18+)

Adult students may smoke outside the school in designated areas or according to the law, from at least 9 meters from the building.

You must be 18 years old or older to consume or purchase alcohol and legal drugs. Edu-inter will not tolerate consumption of any alcoholic beverages or drugs on the premises, during classes or its activities. Any intoxicated student will not be admitted in class.

General conditions & Program changes

Edu-inter reserves the right to change start dates, programs, and course curriculum at any time without notice. The fees, dates and conditions listed on our price list are subjected to change at any time without prior notice.

Edu-inter will not be held responsible whatsoever for any loss or damage to the personal belongings or property of a student participant or for any injury to or death of a student occurring on or off school property.

Students must comply with the policies and procedures. Failure to comply with the rules may result in dismissal. To be considered for a refund, the student must submit written notice to the general director. Please refer to the refund policies as stated on your registration form (copy posted on the board for consultation). Disputes must also be received by the general director and submitted in writing by the student.

Academic Orientation

Assessment and placement methods

Edu-inter has created a placement test that students should have completed online before their arrival to school. An oral placement evaluation is administered individually and is applied by the academic director or an assigned teacher upon the student's arrival at school; it allows to assess the student's oral language ability and confirm his level. You can schedule your 15 minutes oral test online writing to dacademique@edu-inter.net

Course structure and levels

Edu-inter uses a communicative and active approach. The instruction program determined by the Common European Framework of Reference for the French language is divided in four main categories: Beginner, Basic, Intermediate and Advanced levels. Those levels may be subdivided according to the number of students.

Level A0-A1: Breakthrough or beginner	Can understand and use familiar and everyday expressions and very basic phrases.
Level A2: Elementary or survival level	Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.



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Level B1: Threshold level	Can understand the main points of clear standard input on familiar matters regularly and produce simple connected text on topics that are familiar or of personal interest.
Level B2: Independent or advanced level	Can understand the main ideas of complex text on both concrete and abstract topics and interact with a degree of fluency and spontaneity

Requirements to be promoted to a higher level

A student must have successfully completed all the objectives of one level before being promoted to a higher level. The student will be notified by his teacher when he is ready to move up. If a student is not satisfied with his level, he must talk to his teacher first and they will come to an agreement with the academic director.

Course description and objectives

Our teachers use a communicative approach. The student is the axis to the learning process and will be able to communicate in French in everyday situations. Grammar is taught inductively, and the support materials are authentic and current. Learning objectives are based on the Common European Framework of Reference for the French language.

Evaluation criteria

Evaluation criteria include language usage, working method and behavior in class. In addition, a student must have attained the language abilities corresponding to the level of studies as well as the expertise in oral communication, comprehension, reading, conversation, and written communication, including knowledge of grammar, phonetics, and vocabulary.

Requirements to obtain certificates or diplomas

A certificate is issued at the end of each study period, taking the following requirements into account: participation, progress, frequency of oral input in class, punctuality, and attendance, written and oral test results and motivation. Every Friday, students are invited to join, with their classmates and teacher, a ceremony where the certificates will be given, and awards will be distributed.

Administrative and material fees due to a change of level

A grammar book is included in the fees and students will receive their book on the day of arrival. If a student changes levels during his studies at Edu-inter, there may be a need to buy a new book for the new level. In order to do so, the student must come to the academic director's office (C452) to purchase the book.

Extension of stay or addition of classes

Extending your stay or adding conversation, semi-private or private classes is possible. If you want to do so, please contact the academic director who will guide you through the procedure.

Absence Policy

If a student is absent or plan to be absent, it will not be possible to take the class again. If all students in the class plan to be absent for a specific reason, they must talk to their teacher and the academic director prior to the class to rescheduled or cancel their class at least two (2) hours before. Therefore, the class will be postponed.

If the delay is not respected, the class will be cancelled and lost while the teacher will be paid. If the whole class is late more than fifteen minutes without any valuable reason, the class will be lost.

Private Classes

Students who wish to have private classes must come to the academic director's office and meet with a representative. Private classes are held either at College Merici or at our offices located at 871 Grande-Allée Ouest, suite 50. The academic director will provide the student with a schedule, a teacher, and a classroom.

The teacher must provide:

- French lessons according to the student's level and needs (oral or written comprehension, oral or written production, grammar, vocabulary, phonetics, etc.)
- follow the schedule that was agreed upon by the student, the academic director, and the teacher.
- use varied pedagogical material according to the student's level and needs

If a teacher has to cancel a class for a valid reason, he must suggest an alternative schedule to the student within one week.

If a student has to cancel a class, he must inform the academic director and the teacher at least two hours prior to the planned class. Therefore, the class will be rescheduled. If the 2-hour delay is not respected, and the student does not show up for class, the class will be lost, and the teacher will get paid. If the student is fifteen minutes late, the class will not be extended.

Only one class for each 10-hour block can be rescheduled.

TEF/TEFAQ Centre

Edu-inter is a TEF/TEFAQ centre and therefore offers the opportunity to pass the TEF/TEFAQ test required for immigration. In order to do so, a candidate must contact the person in charge to register for the test. Several days are scheduled a month. The candidate must talk to the exam director or call 581 748-2382.

Private French test preparation courses

We prepare students for various French tests: TEF Canada, TEFAQ, TCF, DELF, DALF, Bright Language

If you would like to know more about our private courses and would like to receive a quote, please contact the following e-mail address: educounsellor@edu-inter.net

Other opportunities

Edu-inter offers other opportunities to study in a vocational school in Quebec City. For more information on programs such as hotel management, graphic design, accounting and more, see one of our sales representatives.

The team at Edu-inter hopes that you will have a wonderful experience!



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Langues Canada
Langues Canada