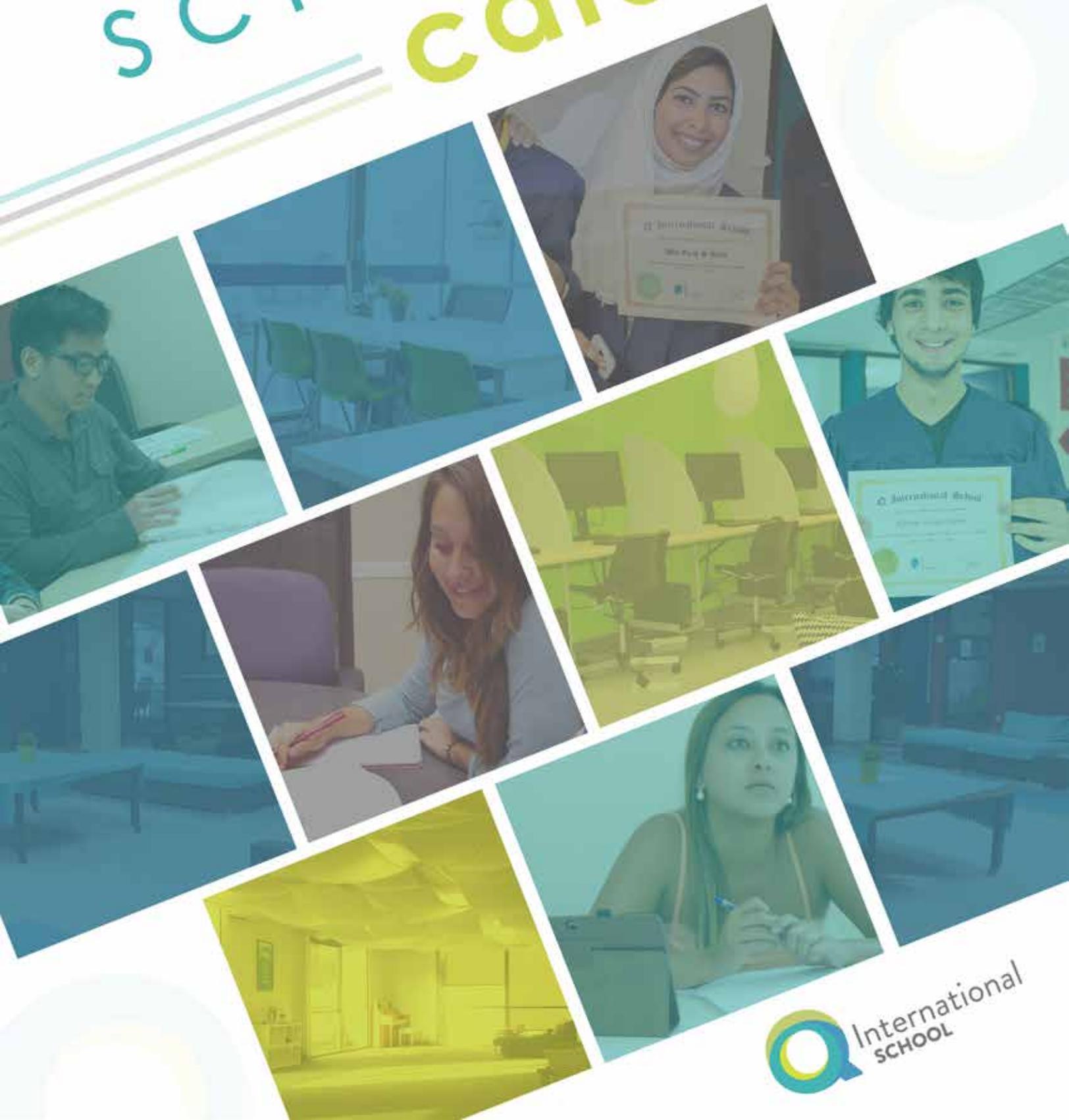


2018-2019 school catalog



A Special Message from the School Director

Welcome to Q International School! As the School Director of Q International School, I am pleased to introduce you to our institution. Our academic community is bold and adventurous, challenging students to the highest standards of academic achievement while providing a multitude of experiences for personal growth and enrichment.

Your learning needs provide the reason for our existence — and we keep that concept at the center of our daily operations. You'll find our faculty and administration are highly invested in your success. We change lives by aspiring to greatness!

I invite you to prepare for your destiny at Q International School. Let's journey together into a challenging and exciting future.

Sincerely,

Kieu Vo

School Director

Q International School

1500 State Street
San Diego, CA 92101
Phone: 619-450-2224
Fax: 619-324-7771
www.qschool.edu
info@qschool.edu



Q International School is a private institution approved to operate by the California Bureau for Private Post-secondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the Title 5 of the California Code of Regulations.

Q International School does not have a pending petition in bankruptcy, does not operate as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

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Before Your Departure

Obtaining Your Student Visa

The I-20 document that you receive from Q International School needs to be taken to the nearest United States Consulate in your home country so that you may obtain a student visa to study at Q International School. In most cases, you must make an appointment to see a consulate official well in advance of your scheduled departure. Allow 2-3 months for this process.

You should take your I-20 document, valid passport, financial support documentation and admissions letter to your appointment at the Consulate.

Please let Q International School know the outcome of your visa interview as soon as possible.

Important Contact Information

About Phone Numbers in the U.S.:

All U.S. phone numbers total 10 digits. Every phone number consists of a 3-digit area code and a 7-digit local subscriber number.

- Main code for San Diego is “619”. This covers southern San Diego County, including downtown San Diego, Mission Valley, Point Loma, Coronado, and the eastern suburbs. Area code “858” covers the northern half of the City of San Diego and the northern suburbs. In the far eastern communities and North County, the area code is “760”.
- Area codes must be dialed for all calls outside of the area code you are within. If calling from a landline or a pay phone, dial a “1” first and then dial the 10 numbers that follow. When dialing from a cell phone, there is no need to add the “1”; just dial the area code and phone number.
- If you are calling a 619 number from a phone with a 619 area code, you do not need to dial 619 first. You need only dial the 7-digit local number.
- Long distance calls outside the U.S. require a “011”, then the country code, city code and then the phone number. If you are calling from a cell phone, it may be necessary to activate a feature with your service provider in order to make international calls.

Emergency calls in the U.S.

In case of an emergency (life-threatening situation, fire, to call the police, or to get an ambulance) Dial 9-1-1. 9-1-1 is free to dial from a public phone.

At Q International School:

Student Services Department
studentservices@qschool.edu
Main Line: (619) 450-2224
Emergency Line: (619) 857-2499

Arrival and Orientation

Classes start every other Monday. If Monday is a public holiday, the start date will fall on a Tuesday. Classes generally run Monday through Thursday. When planning your arrival, please make sure to give yourself at least one day before class starts to rest up and get oriented in your new surroundings.

If you are requesting an airport pick up, please note that Q International School will need to receive your flight information at least **7 days prior to your arrival**. Pick up hours are from 7:00 am to 11:00 pm.

New student orientation is held on Mondays at 9:00 a.m. Please be at Q International School by 8:30 a.m. This is mandatory for all new students. In the event a school holiday falls on Monday, orientation is held on Tuesday. You will receive a detailed orientation schedule along with supporting materials on your orientation day, but generally you can expect to do the following:

- Meet school staff and student ambassadors.
- Meet other students beginning their studies at Q International School.
- Receive a tour of the school.
- Obtain your student identification card.
- Take a language placement test.
- Discuss program expectations, responsibilities and requirements.
- Learn about support services for students.
- Get answers to your questions.
- Participate in a group tour around downtown San Diego.

Please remember to bring the following with you to orientation:

Passport (with entry visa)

I-20 form (if you have an F-1 visa)

Proof of medical insurance if applicable (insurance card and summary of benefits)

Permission to Treat Minor form (if under 18)

You will receive your class schedule on Monday evening via email.

Pre-Departure Checklist

We recommend you do the following before leaving for your studies in the U.S.:

Make copies of important documents (passport, visa, insurance card, prescriptions, credit cards, etc.), scan them to your email, carry them with you and leave copies at home.

Make a routine appointment with your doctor and dentist. Your insurance in the US will most likely not cover routine appointments. Dental care will most likely not be included at all.

Notify your credit/debit card companies and banks of the dates of your study program and tell them you will be making purchases and withdrawals from overseas.

Ensure that you have entrusted someone to manage any bills, bank statements, etc. while you are away.

Read information about the history, economy and culture of the U.S.

Remember to turn in the following items to Q International School before your departure for the U.S.:

Copy of your visa to the U.S.

Payment for all tuition and applicable fees

Completed Housing Reservation Form (at least 4 weeks prior to arrival)

Signed Minor Authorization Form, if applicable

Travel Tips

What to Bring

Most students over pack for their trip. We recommend you use the list below to help you pack lightly. Please remember to keep your luggage within the limit allowed by the airline you are flying, otherwise you will incur additional fees.

Jet Lag

The U.S. may be a long way away from your home country, so you will most likely experience jet lag.

Here are a few tips to help lessen the effects of jet lag:

- 1.) Get plenty of sleep the week before your trip and try to sleep on the flight.
- 2.) Reset your watch at the beginning of your flight to the local time of your destination. This will help you adjust to the new time zone.
- 3.) Drink lots of water! Avoid alcohol and caffeine while in transit, as both cause dehydration.

Prescriptions and Drug Store Items

Bring copies of prescriptions for any medications you may need, including glasses and contacts if you wear them. You will need an adequate supply of whatever medications you may need while you live in the U.S. Remember to bring your medications in their original, labeled bottles.

Clothes

Southern California has beautiful weather most of the year. It is sunny most of the time but occasionally it will be cold or rainy. Many students dress casually during the day - jeans, sandals, t-shirts, etc., but when they go out at night, they may want to wear nicer clothes.

In the summer months it almost never rains. The days are hot and dry and the nights are cool. T-shirts and shorts are appropriate with sweatshirts or sweaters at night.

In the winter it rains occasionally, but it doesn't get cold enough to snow. T-shirts or sweatshirts are appropriate for day, but it may be a good idea to bring a warm jacket for night.

Bring comfortable, supportive shoes. You will do a lot of walking in the city as well as during your daily commute to and from school.

Personal Items

- Spending money/access to funds (many internationals choose to purchase a money belt to carry their passports and money).
- Laptop (remember to back up all your important information before your departure).
- Photographs and maps of your home country (and other sentimental objects from home).
- Updated contact information for friends and family from home and in the U.S.
- Your favorite music from your home country.
- A small first aid or emergency kit including items like thread, Band-Aids, antibacterial ointments, non-prescription medicines, etc.
- Small gifts from your home country for your host family and/or new friends.

Most household items (i.e. kitchen supplies, bed linens, towels, etc.) can be purchased in the U.S. for reasonable prices; therefore, it is best to leave these items in your home country. If you plan to stay in homestay accommodation, your bed linens, blankets and pillows will be provided. You will not need to bring these items with you.

Packing List for Carry-On

It is recommended that you put important and valuable items in your carry-on luggage. Don't pack them in checked luggage in case your luggage is lost or delayed. Below is the Q International School recommended list:

- Passport (must be valid for at least six months beyond the date of your expected stay),
- Copy of your visa,
- Flight ticket/information, including the return flight information,
- Student handbook,
- Q School Address in English,
- Q School phone number,
- Your prescription medication,
- At least \$50-75 US dollars in cash,
- Health insurance information/card,
- Your laptop,
- A flash drive,
- Travel guide,
- Camera,
- iPod.

Cultural Adjustments

When you go abroad to study, you will experience different values, language, religion, customs, social and political organizations. All of these encounters will make your time in the U.S. a rich and unique experience. However, after days or weeks of excitement, you may feel overwhelmed by the strangeness of your new environment in comparison to the cultural norms you are used to at home. Most students experience some form of culture shock when living in a new country. U.S. political, social, and cultural differences can cause you to feel thrilled, confused, elevated, and at times frustrated. Remember most students who study abroad have these feelings. Being aware of the process will help you reflect and adjust.

Be patient with yourself as you learn about a new culture. Try to socialize with locals and other students. By immersing yourself with the locals, you will find it easier to adjust to your new environment.

It is always good to get involved and keep yourself busy doing things you enjoy: play sports, go away for a weekend, go to concerts, visit museums, visit shopping centers, or go to the movies. The most important thing to keep in mind is that you have come to learn and enjoy yourself.

Upon Arrival in the U.S.

Arrival and Immigration Clearance

If Arriving By Air: Flight attendants will distribute Customs Declaration Forms (CF-6059) and these must be completed prior to landing.

If Arriving By Land or Sea: The CBP Officer at the port of entry will provide the necessary Customs Declaration Forms (CF-6059) and Arrival-Departure Record Forms (I-94) to be filled out upon your arrival.

As You Arrive at the Port of Entry: Proceed to the terminal area for arriving passengers. Have the following documents available for presentation:

- Your passport.
- SEVIS Form (I-20).
- Customs Declaration Form (CF-6059).

All visitors entering the United States must state their reason for wishing to enter the country. You will also be asked to provide information about your final destination. It is important that you tell the CBP Officer that you will be a student. Be prepared to include the name and address of Q International School.

Once your inspection is successfully completed, the inspecting officer will:

- Stamp your SEVIS Form for duration of status (“D/S”) for F visa holders.
- Stamp the Arrival-Departure Record Form (I-94) and staple it in the passport.

Secondary Inspection Requirements

If the CBP officer at the port of entry cannot initially verify your information or you do not have all the required documentation, you may be directed to an interview area known as “secondary inspection”. Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers. The inspector will first attempt to verify your status using the Student and Exchange Visitor Information System (SEVIS). In the event that the CBP Officer needs to verify information with your school or program, we strongly recommend that you have the name and telephone number of the School Director - Ms. Kieu Vo (619) 450-2224.

In the event you arrive during non-business hours (evenings, weekends, holidays), you should call the emergency or non-business hour phone number for Q International School (619) 857-2499.

Failure to comply with U.S. government entry/exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a “Notice to Student or Exchange Visitor” Form (I-515A), which authorizes temporary admission into the United States.

Don't forget to pick up your luggage! If you cannot find your luggage at baggage claim, ask an airport employee for assistance.

Following admission into the United States, students should report to their school within 30 days of the date that appears on the SEVIS I-20 form to register for courses or to validate their intended participation. Failure to do so may result in serious consequences.

Airport Meet and Greet

If you request an airport pick up on your application, you will be greeted at the San Diego airport upon arrival. You should wait for us at the baggage claim and look for a sign with your name. You will then be comfortably transported to your reserved housing.

Emergency Plan

Should an emergency situation arise and you are unable to locate the Q International School Team at the airport, please do the following:

- Stay calm and collected. Do not panic.
- Call the Q International School emergency line.
- If you are unable to get a hold of anyone, take a taxi to your reserved housing.

Fill in the information below and cut it out to keep in your carry-on luggage. If you have to take a taxi, give the information to the driver and he will transport you to your housing.

Please take me to:

Street Address of Reserved Housing

Please take me to:

Q International School
1500 State Street
San Diego, CA 92101

Life at Q International School

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Why study at Q International School?

Attending Q International School gives students a great place to live, learn and grow! At Q International School, **students always come first** and nothing is more important than your success.

If it is important to you to have friendly, experienced teachers and be supported by a compassionate, knowledgeable and professional staff, Q International School is the school you're looking for. If you also seek to live and learn in "America's Finest City", you've come to the right place!

Whether you're a beginning English student or seek to improve and advance your existing English skills, Q International School has expert teachers and cutting edge tools to see that you reach your objective. Our students come from diverse cultures and academic backgrounds. Everyone has different strengths, weaknesses, and needs. Our curriculum is structured to meet your individual requirements.

Studying in a different cultural environment is both challenging and rewarding. Q International School has every tool you need for success. It's up to you to bring the commitment to study and grow. Attending Q International School to learn English is a life changing experience that will set you apart from your peers in today's global environment.

Our Mission:

Q International School is an innovative, student-centered organization dedicated to inspiring students to achieve academic excellence while providing an appreciation of cultural diversity and a foundation for personal growth.

Accreditation and Affiliations

Our accreditation is your assurance that Q International School adheres to high standards in providing your education. It indicates our programs are delivered by qualified faculty and are constantly updated to meet student needs. Our accreditation is certified by:

- Accrediting Council for Continuing Education and Training (ACCET).

Q International School is approved to operate by the California Bureau for Private Postsecondary Education (BPPE) and authorized under federal law to enroll non-immigrant alien students.

Q International School is a division of International Education Management (IEM), a for profit corporation, providing instruction in non-degree programs not developed to prepare students for a vocation, career or occupation.

School Location and Facilities

The school is centrally located in the heart of San Diego's Little Italy, one of the safest neighborhoods of the city, within walking distance from downtown. The address is 1500 State Street, San Diego, CA 92101.

Q International School's campus includes thirteen (13) classrooms, and office space for management and administrative personnel.

Q International School Support Services

Our Student Services team offers assistance in areas that complement our academic programs and enhance the total educational experience. Providing quality student services and student development opportunities defines the role of the Student Services staff at Q International School.

Through our Student Services department we provide the following:

- Pre-arrival guidance and counseling.
- Post-arrival orientation.
- Assistance with housing.
- Student events and activities.
- Tutoring in conjunction with academics.
- Community involvement, volunteering, and cultural immersion programs.

Student Tuition Recovery Fund

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a Student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed Student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Academic Programs

Whether you're a beginning English student or seek to improve and advance your existing English skills, Q International School has expert teachers and cutting edge tools to see that you reach your objectives. We recognize that our students come from diverse cultures and academic backgrounds and that every student has different strengths and weaknesses, focuses, and needs. The primary components of our curriculum have been developed to help each individual move forward steadily.

Each course features:

- Great teaching faculty.
- Small classes of 8-12 students on average.
- Frequent assessments and feedback regarding your progress.
- Regular mentoring with an academic or school services counselor.
- Conditional agreements with many colleges and universities throughout the U.S. in place of the TOEFL proficiency test.

We appreciate that each student learns differently. At Q International School we use a variety of teaching styles and materials to make sure we meet your unique learning style. We are committed to helping you solidify and retain your English language skills.

Admission Requirements

Q International School accepts students 13 years and older. In order to be enrolled, applicants must submit an Application Form, Evidence of Financial Support, Housing Reservation (optional), Copy of Passport, Application Fee, and Terms and Conditions Agreement. Upon review of the documents, the School will determine issuance of a SEVIS I-20. Q International School does not participate in federal/state financial aid programs.

Q International School Programs

Fundamental English

Students seeking a firm understanding of English basics will appreciate the lessons in this fast-paced course. Designed for language learners at every level, this program will improve your English proficiency while providing a practical understanding of life in the U.S.

Academic English

Q International School's academic speaking, listening, reading, writing, grammar and vocabulary classes are specifically developed to prepare students for higher education. This rigorous course provides students with the strategic academic and cultural skills necessary for success at an American college or university.

way to compare academic potential of students from around the world and has become an important parameter for Business school rankings.

GRE Test Preparation

Designed for international students applying to an American university for graduate school, our graduate admissions test preparation courses include extensive preparation and practice that cover each section of the exam.

IELTS Test Preparation

Designed for students planning to apply to a college or university in the United States, Q International’s integrated language test preparation will give you the skills and confidence you need to register for the exam, score well and prepare for academic life.

TOEFL Test Preparation

Designed for students planning to apply to a college or university in the United States, Q International’s integrated language test preparation will give you the skills and confidence you need to register for the exam, score well and prepare for academic life.

Business English

Prepare for your MBA or a career in business by studying in a classroom which implements the practical use of professional and formal business tools.

Programs and Lessons per Week

program	lessons* per week
Fundamental English	18
Academic	24
Business English	24
IELTS	24
TOEFL	24
GMAT	24
GRE	24

*Lessons are 50 minutes long each.

Course Levels

Q INTERNATIONAL CLASS CODE	LEVEL	CEFR	TOEFL (IBT)	IELTS	TOEIC
Level 99	Basic	<A1	----	----	----
Level 100	Low Beginner		0 - 18	1.0 - 1.5	0 - 250
Level 101	Beginner				
Level 102	Mid Beginner	A1	19 - 29	2.0 - 2.5	255 - 400
Level 103	High Beginner				
Level 104	Low Intermediate				
Level 105	Intermediate	A2	30 - 40	3.0 - 3.5	
Level 106	Mid Intermediate	B1	41 - 52	4.0	405 - 600
Level 107	High Intermediate		53 - 64	4.5 - 5.0	
Level 108	Low Advanced				
Level 109	Advanced	B2	65 - 78	5.5 - 6.0	
Level 110	Mid Advanced	C1	79 - 95	6.5 - 7.0	605 - 780
Level 111	High Advanced				
Level 112			C2	96 - 120	

Sample Class Schedules

Fundamental English

	Monday	Tuesday	Wednesday	Thursday	Friday
08:45 - 09:35	Listening	Listening	Listening	Listening	
09:35 - 10:25	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	
10:25 - 10:35	Break				
10:35 - 11:25	Reading	Reading	Reading	Reading	
11:25 - 12:15	Writing	Writing	Writing	Writing	
12:15 - 12:45	Lunch Break				
12:45 - 13:35	Elective	Elective	Elective	Elective	

Academic English

	Monday	Tuesday	Wednesday	Thursday	Friday
08:45 - 09:35	Listening	Listening	Listening	Listening	
09:35 - 10:25	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	
10:25 - 10:35	Break				
10:35 - 11:25	Reading	Reading	Reading	Reading	
11:25 - 12:15	Writing	Writing	Writing	Writing	
12:15 - 12:45	Lunch Break				
12:45 - 13:35	Elective	Elective	Elective	Elective	
13:35 - 13:45	Break				
13:45 - 14:35	Grammar	Grammar	Grammar	Grammar	

IELTS & TOEFL Test Preparation

	Monday	Tuesday	Wednesday	Thursday	Friday
08:45 - 09:35	Listening	Listening	Listening	Listening	
09:35 - 10:25	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	
10:25 - 10:35	Break				
10:35 - 11:25	Reading	Reading	Reading	Reading	
11:25 - 12:15	Writing	Writing	Writing	Writing	
12:15 - 12:45	Lunch Break				
12:45 - 13:35	Test Prep 1	Test Prep 1	Test Prep 1	Test Prep 1	
13:35 - 13:45	Break				
13:45 - 14:35	Test Prep 2	Test Prep 2	Test Prep 2	Test Prep 2	

GMAT & GRE Test Preparation

	Monday	Tuesday	Wednesday	Thursday	Friday
08:45 - 09:35	Listening	Listening	Listening	Listening	
09:35 - 10:25	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	
10:25 - 10:35	Break				
10:35 - 11:25	Reading	Reading	Reading	Reading	
11:25 - 12:15	Writing	Writing	Writing	Writing	
12:15 - 12:45	Lunch Break				
12:45 - 13:35	Test Prep 1	Test Prep 1	Test Prep 1	Test Prep 1	
13:35 - 13:45	Break				
13:45 - 14:35	Test Prep 2	Test Prep 2	Test Prep 2	Test Prep 2	

Business English

	Monday	Tuesday	Wednesday	Thursday	Friday
08:45 - 09:35	Business English	Business English	Business English	Business English	
09:35 - 10:25	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	Speaking & Vocabulary	
10:25 - 10:35	Break				
10:35 - 11:25	Reading	Reading	Reading	Reading	
11:25 - 12:15	Writing	Writing	Writing	Writing	
12:15 - 12:45	Lunch Break				
13:45 - 13:35	Capslone	Capslone	Capslone	Capslone	
13:35 - 13:45	Break				
13:45 - 14:35	Capslone	Capslone	Capslone	Capslone	

Course Descriptions

Reading and Writing 099 (RW099)

Level 099 is designed to develop the basic language skills needed in classroom and day-to-day situations. This is an introductory course for those with little or no literacy in English. This course introduces students to basic structures and vocabulary of the English language.

Reading and Writing 100 (RW100)

Level 100 is open to low-beginner ESL students. Students will learn to understand, pronounce, read and write common vocabulary words. They will also use these common vocabulary words in simple sentences that reflect real life situations. They will learn to use charts to understand concepts and identify patterns.

Reading and Writing 101 (RW101)

Level 101 is open to beginner ESL students. Students will build on the basics of writing and learn to write a solid paragraph using a topic sentence, supporting sentences, and a concluding sentence. Underlining and highlighting texts are emphasized to help students identify important details.

Reading and Writing 102 (RW102)

Level 102 is open to mid-beginner ESL students. They will learn to anticipate reading content by analyzing text features such as headings, pictures and captions. Students will strengthen their writing skills by recognizing fragments and complete sentences. Furthermore, students will learn to support their opinions with reasons.

Reading and Writing 103 (RW103)

Level 103 is open to high-beginner ESL

students. They will thoroughly learn how to read charts, graphs, and tables in order to organize and interpret information. Skimming and scanning to locate facts and opinions are strengthened at this level. Students will be introduced to transitional expressions to connect ideas in writing.

Reading and Writing 104 (RW104)

Level 104 is open to low-intermediate ESL students. Students will learn to understand meaning from context and make predictions before reading. Free-writing and completing a cluster diagram before writing is emphasized at this level. In addition, students must be able to revise, edit and rewrite paragraphs of different genres.

Reading and Writing 105 (RW105)

Level 105 is open to intermediate ESL students. Students will learn to identify the author's purpose for writing a text and distinguish between facts and opinions to read critically. Utilizing the dictionary to distinguish words with multiple meanings is highly stressed at this level. Students will learn to recognize word connotations to aid their reading comprehension and ability to write descriptively.

Reading and Writing 106 (RW106)

Level 106 is open to mid-intermediate ESL students. Students will learn to fill out a questionnaire and complete a survey to anticipate the content of a reading. They will use graphic organizers to see connections between ideas and patterns of organization. Furthermore, students will expand their vocabulary knowledge by recognizing and using phrasal verbs and collocations. In addition to writing paragraphs of different genres, students will learn to analyze features

of good/poor summaries.

Reading and Writing 107 (RW107)

Level 107 is open to high-intermediate ESL students. Students will learn to make inferences to maximize comprehension. Students will also learn to identify the author's purpose, audience and tone. Multi-paragraph narrative essays are strengthened at this level. Students will be able to recognize arguments and counterarguments.

Reading and Writing 108 (RW108)

Level 108 is open to low-advanced ESL students. Students will learn to identify hooks, thesis statements and topic sentences. A strong emphasis is put on identifying types of organization patterns to read more critically. At this level, students will be able to use sensory details to create descriptive language.

Reading and Writing 109 (RW109)

Level 109 is open to advanced ESL students. Students will learn to identify and effectively use counterarguments and refutations. The use of different types of sentences (passive, reported speech, etc.) is stressed at this level to add variety to writing. Episodic note taking, recognizing a writer's bias and understanding the purpose of quoted speech are also strengthened.

Reading and Writing 110 (RW110)

Level 110 is open to mid-advanced ESL students. Students will be able to write an extended definition to analyze concepts. They will learn to identify contrasting ideas to follow an author's argument and main idea. Furthermore, recognition and use of reporting verbs to show attitudes toward a source are strengthened.

Reading and Writing 111 (RW111)

Level 111 is open to high-advanced ESL students. Students will learn to use a variety of literary elements in writing in an effort to make their writing more interesting and meaningful. In addition, students will learn to identify the organizational patterns of a casual analysis essay and an effects analysis essay. Students will be able to paraphrase effectively.

Reading and Writing 112 (RW112)

Level 112 is a college level class open to high-advanced ESL students. This course will focus on the techniques and practices of expository and argumentative writing based on critical reading and thinking. Reading essays and articles representing a broad spectrum of opinions and ideas, writing styles, and cultural experiences and perspectives are focused on to improve comprehension. Students will become familiar with writing research papers and synthesizing information from a range of current sources..

Listening, Speaking and Vocabulary 099 (LSV099)

Level 099 is an introductory course for ESL students with little or no English skills. The course begins with the introduction of the alphabet sounds and progresses to phonetic blends. By the end of the course, students should be able to have a short conversation in English. They will also be able to comprehend others while interacting in a casual conversation.

Listening, Speaking and Vocabulary 100 (LSV100)

Level 100 is open to low-beginner ESL students. Students will learn how to listen for main ideas and details, use word categories to expand vocabulary and take notes to prepare

for presentations or discussions.

Listening, Speaking and Vocabulary 101 (LSV101)

Level 101 is open to beginner ESL students. Students will learn how to listen for examples, predict content, and identify adverbs of frequency. In addition, students will discuss new ideas in class and learn how to agree or disagree in an academic setting.

Listening, Speaking and Vocabulary 102 (LSV102)

Level 102 is open to mid-beginner ESL students. Students will learn how to identify the main idea of a listening by identifying important examples and key words. In addition, students will be able to identify the meanings of unknown words by listening for context clues. Students will be able to ask and answer questions in a professional setting.

Listening, Speaking and Vocabulary 103 (LSV103)

Level 103 is open to high-beginner ESL students. Students will learn how to take notes and identify exact words/phrases while completing listening exercises. Additionally, students will take part in classroom discussions about personal preferences and be able to relate personal experiences to various listening and speaking topics.

Listening, Speaking and Vocabulary 104 (LSV104)

Level 104 is open to low-intermediate ESL students. Students will learn how to listen for cause and effect relationships. Students will be given an opportunity to participate in role-playing activities in order to find solutions to problems.

Listening, Speaking and Vocabulary 105 (LSV105)

Level 105 is open to intermediate ESL students. Students will recognize speakers' tones in order to understand attitudes. Students will also listen for clues that indicate whether a statement expresses a fact or an opinion. Students can expect to participate in group planning with classmates, give impromptu speeches on related course topics, and participate in panel discussions.

Listening, Speaking and Vocabulary 106 (LSV106)

Level 106 is open to mid-intermediate ESL students. Students will learn how to make inferences while listening and listen for reduced verb forms to understand everyday speech. In addition, students will learn how to politely imply their suggestions and give advice. This course also prepares students to speak about personal tastes and conduct surveys within the classroom.

Listening, Speaking and Vocabulary 107 (LSV107)

Level 107 is open to high-intermediate ESL students. Within this course students will learn how to identify different perspectives in personal narratives. Students will also learn how to describe situations using details and vocabulary words learned in the course.

Listening, Speaking and Vocabulary 108 (LSV108)

Level 108 is open to low-advanced ESL students. Students will learn how to use new information to focus on important details and anticipate future information. In addition, Students will give small group presentations and ask open-ended follow-up questions. Students will identify formal and informal

vocabulary words and apply formal/informal words in the correct context.

Listening, Speaking and Vocabulary 109 (LSV109)

Level 109 is open to advanced ESL students. Students will learn how to understand a speaker's bias. Students will also learn how to use persuasive language to encourage positive attitudes towards their positions. This skill will be applied in classroom debates and discussions.

Listening, Speaking and Vocabulary 110 (LSV110)

Level 110 is open to mid-advanced ESL students. Students will learn how to listen for the relationship between main ideas and details. In addition, students will also learn how to understand inferences, listen for events in a chronological order, and relate examples to ideas.

Listening, Speaking and Vocabulary 111 (LSV111)

Level 111 is open to high-advanced ESL students. Students will learn how to listen for problems/solutions and make predictions. Students will also be able to identify facts and opinions. In addition, students will learn how to narrate incidents in their lives while using stress and intonation to make the events in the story more interesting.

Listening, Speaking and Vocabulary 112 (LSV112)

Level 112 is a college level class open to high-advanced ESL students. This course is designed to help advanced students develop effective communication skills needed for college-level academic purposes. Students will be given the tools and techniques for taking

notes, creating cue cards and conducting debates on current events. Students will learn how to use intonation and illicit questions from an audience while giving a presentation.

IELTS-R&V - IELTS Reading and Vocabulary

This course will analyze a range of texts written in a variety of styles. Students are expected to skim and scan for relevant information, use test taking strategies to answer tricky questions and improve their use/understanding of academic vocabulary words. Vocabulary is presented in genuine contexts. Students will learn to employ useful words and phrases for common IELTS topics and themes. In addition, technical and academic terms will be attained in an effort to improve all sections of the IELTS examination. **Prerequisites: Level 105 or higher**

IELTS W&G - IELTS Writing and Grammar

Students will write letters, descriptions, and essays using a range of vocabulary and grammar structures. In addition, students will learn how to comprehend IELTS writing prompts and then produce pieces of writing that present clear opinions which are well supported, coherent and cohesive. Students will also employ editing and formatting skills that address a wide range of writing styles. **Prerequisites: Level 105 or higher**

IELTS-L - IELTS Listening

This course will focus on listening to different dialogues and academic presentations; students will be tested on their ability to understand them. Students will focus on listening for the main idea, supporting details, and the way the speakers use language. Students will learn to answer each listening question based on what is stated or implied by the speakers. The listening passages are meant to represent what students would hear in an

academic setting. **Prerequisites: Level 105 or higher**

IELTS-S - IELTS Speaking

This course is designed to strengthen ways to communicate opinions and information on everyday topics and common experiences. Students will also learn to analyze, discuss and speculate about certain issues. Appropriate methods are attained to speak at length on a given topic using appropriate language and organizing ideas coherently.

Prerequisites: Level 105 or higher

IELTS-SK - IELTS Skills

This course provides practical guidance in the development and application of linguistic skills relevant to the IELTS examination requirements. Students will learn to acquire sound academic study skills including examination techniques, note-taking skills, and effective time management skills. Bi-weekly practice tests based on past IELTS exams provide an assessable framework to effectively measure student progress.

Prerequisites: Level 106 or higher

TOEFL R&V - TOEFL Reading and Vocabulary

This course is designed to test students, ability to comprehend academic reading material. All fields of study from chemistry to psychology are practiced to simulate test taking conditions. This course is aimed at building and renewing vital vocabulary skills. Students will learn to recognize and use vocabulary for speaking, listening and reading. Furthermore, they will learn how to properly integrate vocabulary skills and apply them to all aspects of the TOEFL exam.

Prerequisites: Level 106 or higher

TOEFL W&G - TOEFL Writing and Grammar

Students will write essays based on TOEFL prompts and summaries based on integrated listening and reading tasks. In addition, students will produce pieces of writing that present clear opinions which are well-supported, coherent and cohesive. Students will also employ editing and formatting skills that address a wide range of writing styles.

Prerequisites: Level 106 or higher

TOEFL-L - TOEFL Listening

This course will focus on listening to different dialogues and academic presentations; students will be tested on their ability to understand them. Students will focus on listening for the main idea, supporting details, and the way the speakers use language. Students will learn to answer each listening question based on what is stated or implied by the speakers. The listening passages are meant to represent what students would hear in an academic setting.

Prerequisites: Level 106 or higher

TOEFL-S - TOEFL Speaking

This course is designed to familiarize students with the 6 tasks of the speaking section. Students will learn about proper delivery, language use and topic development. Furthermore, students will learn how to use proper vocabulary and tone in the responses.

Prerequisites: Level 106 or higher

TOEFL-SK - TOEFL Skills

This course is a comprehensive overview of the advanced-level skills needed to succeed on the TOEFL exam. Through an intense review of test-taking strategies and skills, students will develop a high level of general language ability in both receptive (listening and reading) and productive (speaking and writing) skills.

This course is accompanied by three complete computer based TOEFL exams and five complete paper exams, which will assess the students on the materials covered in class. The simulated exams will be reviewed in class so that the students know the areas in which they need to improve.

Prerequisites: Level 106 or higher

GRE

This course is designed to prepare students to be able to recognize the concepts being asked in questions and then apply the correct mathematical concepts to solve quantitative reasoning problems. In addition, sentence completion and reading comprehension will be strengthened for the verbal reasoning section of the exam. Students will learn to structure ideas and arguments in a sustained, persuasive and sophisticated way using precise details and relevant examples.

Prerequisites: Level 110 or higher

GMAT

This course is designed to familiarize students with the GMAT exam and help ESL students succeed in a test designed for native speakers. During the eight week course, group lessons are followed by self study and individual skill development classes. In the first four weeks students learn how to analyze and critique arguments, as well as write strong academic essays using a customized essay formula for the Analytical Writing Assessment. For the verbal sections, students learn about the types of questions they will encounter on the exam and the necessary strategies to select the correct answer in the shortest amount of time possible. After four weeks of instruction and practice, additional four weeks of individualized practice to help students practice and refine their skills using the information they learned

from the instruction classes are offered.

Prerequisites: Level 110 or higher

Grammar Beginner

In this course, students will begin with learning how to utilize possessive pronouns and indefinite pronouns. They will use imperatives to talk and write about social and cultural customs. Students will become familiar with using can/could when expressing ability or possibility and the differences between making requests and asking for permission. By the end of the course students will be introduced to the present and past progressive tenses.

Grammar High Beginner

In this course, students will learn the difference between subject and object pronouns. They will also learn how to use gerunds and infinitives in order to express continuous action. By the end of the course students will be able to utilize the simple future tense in order to give and respond to suggestions and advice.

Grammar Intermediate

Students will focus on using adjectives and adverbs of manner. They must write and speak using adjectives and linking verbs. They will make comparisons using adjectives, adverbs and superlatives. Students will also write and speak using simple present and present progressive tenses. Students will learn to use imperatives in practical speech.

Grammar High Intermediate

Students will practice using the simple past forms of verbs. They will utilize time clauses and apply the rules of past progressive tense to describe the order of past events. Students will learn to decipher and use count and non-count nouns with determiners and measurement words.

Grammar Advanced

Students will learn to use articles when speaking and writing. They will be able to decipher between direct and indirect objects. They will also learn to write using the present perfect and simple past tenses together. Students will receive additional practice in using adjectives, adverbs and prepositions.

Grammar Mid Advanced

Students will focus on using proper grammar when speaking and writing in the simple future tense. They will learn to communicate using future time clauses and conditional clauses. Students will also learn to use clauses and phrases to make requests, ask advice, give suggestions, and discuss probable outcomes.

Grammar High Advanced

Students will use modals and phrases to express present and future probability. They will be able to decipher between transitive and intransitive verbs. Students will have additional practice in using comparatives, superlative adjectives, and adverbs, and will learn to apply the grammatical rules of gerunds and infinitives. They will write using relative clauses and object relative clauses, and will have additional practice in conjunctions and adverb clauses. Students will also be able to identify special uses of the simple present tense.

Business English

The purpose of this course is to develop English language skills within a business context. Students enrolled in this course will develop a wide range of Business English skills covering areas as diverse as formal Report-Writing topics, presentation skills and sales & negotiation skills. The course is designed to develop strong communication skills and uses role-plays and case -examples to illustrate learning points and allow participants to practice skills learned.

Prerequisites: Level 105 or higher

Beginner Conversation Elective

Students are introduced to American English sounds and basic vocabulary. All sounds are introduced with pronunciation keys. Daily idioms and basic phrases are taught through a variety of exercises so that the students can use and pronounce them correctly.

Prerequisites: Level 099 or higher

Intermediate Conversation Elective

Students will review and continue to practice a wide variety of vocabulary, collocations, phrases and idioms. Students will complete presentations and act out scenarios to help them speak naturally and fluently. Additionally, students will learn stress and intonation in words, phrases and sentences.

Prerequisites: Level 104 or higher

Idioms and Slang Advanced Elective

Students will recognize and correctly use advanced level idioms that are prevalent in everyday language, as well as more complex, though equally common, phrasal verbs. Idioms and phrasal verbs are learned in context, and their origins will be studied. Stress, intonation, and individual sounds are taught.

Prerequisites: Level 105 or higher

English and Film Elective

The purpose of this course is to promote the innovative and creative use of film to teach English listening, speaking, reading and writing skills. This course focuses on understanding, analyzing and appreciating films in an effort to promote critical thinking and encourage students to reflect on various American values while learning English.

Prerequisites: Level 105 or higher

Business Vocabulary Elective

The purpose of this course is to help students gain a broad perspective on the business world today, while at the same time developing fluency in English. Various aspects of business vocabulary will be covered. Previous business experience is not a prerequisite.

Prerequisites: Level 105 or higher

Grading and Assessment

Q International School uses the following numerical to letter grade rating scale for all programs. This grading scale is consistent with industry norms.

Grade Conversion Table

grade	point value	definition	percentage
A	4 (3.5-4)	Excellent	90 - 100%
B	3 (3-3.4)	Good	80 - 89%
C	2 (2-2.9)	Satisfactory	70 - 79%
D	1 (1-1.9)	Unsatisfactory	60 - 69%
F	0 (0-0.9)	Failing	0 - 59%
W		Withdrawal	

The final course grade and cumulative program grade are weighted according to the factors listed below.

Grading Scale

Core Classes/ Grammar/ Business English	
Participation	20%
Unit Tests / Assignments	40%
Midterm / Final Exam	40%
Test Prep/ Elective Classes	
Participation	20%
Midterm / Final Exam	80%

Grading Policy

For most courses, the final grade is determined by the weighted letter grades of the student's class participation, homework, class work and exams (midterms and finals).

The letter grade of the student's attendance for the term is converted from the quotient of number of days present over the number of course days scheduled.

A student is marked as tardy should he/she miss 1-15 minutes of the scheduled class time due to a late arrival or early departure. Three tardies are equivalent to one absence. If a student misses more than 15 minutes of class, he/she is marked absent for that class.

A student who withdraws from a course will receive a "W" (withdrawal) for the course, which won't have an impact on the student's GPA. The credit hours for the course are counted as "attempted but not achieved". The grading rubric varies depending on the courses.

Each student receives a final grade report. Instructors also provide students feedback on their progress throughout the session. Any student who receives a final grade of D or F (69% and lower) will not pass to the next level, but will be required to repeat the same level the next session.

Student Records

Students' complete files, including application documents for Q International School, SEVIS I-20 documents, financial statements, academic progress reports, and other documents, are kept electronically on a secured on-site server and cloud to which only Q International School staff have access.

Upon completion of their studies, students' complete electronic files are kept indefinitely after the scheduled end date of their program.

Certificate of Completion

The Q International School Graduation Certificate is given to students upon completion of their classes.

Academic Dishonesty/Plagiarism

Plagiarism is presenting someone else's words, ideas, or conceptions as if they were your own. Assignments submitted must be the work of the student whose name appears on the paper. Submitting another author or student's work as your own is cheating. Throughout the learning process students are encouraged to draw upon the information and wisdom of others, but in the spirit of scholarship they are always expected to cite all sources used in the proper academic format. Possible consequences of academic dishonesty are withdrawal from course and/or program.

School Calendar

The school calendar can be found on the Q International School website www.qschool.edu. The school observes all federal holidays. You should check the website for the exact dates of the holidays each year. The following is a list of holidays when the school will be closed. Course hours lost due to holidays are not rescheduled.

January 1st - **New Year's Day**

(When this falls on a Sunday, the school will be closed Monday the 2nd). This holiday is a day of rest at the end of the holiday season. Many people celebrate the night before by staying up late, drinking champagne and singing.

January (Third Monday) - **Martin Luther King Jr.'s Birthday**

This holiday is a celebration of Civil Rights and the man who led the civil rights movement. People generally take the weekend to travel somewhere new or just relax.

February (Third Monday) - **Washington's Birthday/President's Day**

This holiday celebrates the birthday of our nation's first president.

March 31st - **Cesar Chavez Day**

(When this falls on a Saturday, the school will be closed Friday the 30th) The holiday celebrates the birth and legacy of the civil rights and labor movement activist Cesar Chavez on March 31 every year.

May (last Monday) - **Memorial Day**

This holiday remembers U.S. soldiers who have died in war. People celebrate the beginning of warmer weather by having a barbeque outdoors with friends. The beaches and parks are usually very crowded.

June 14th - **Flag Day**

In the United States, Flag Day is celebrated on June 14. It commemorates the adoption of the flag of the United States, which happened on June 14, 1777, by resolution of the Second Continental Congress.

July 4th - **Independence Day**

This holiday celebrates America's independence from Great Britain. On this day many people celebrate by having a barbeque outside and then watching fireworks at night.

September (First Monday) - **Labor Day**

This holiday honors the importance of U.S. labor organization. Similar to Memorial Day, people celebrate this holiday by having a barbeque with friends.

October - **Columbus Day**

This holiday celebrates the arrival of Christopher Columbus on the American continent in 1492.

November 11th - **Veterans' Day**

This holiday marks the end of World War I and honors veterans of wars. There are often parades to watch on this day.

November (Last Thursday and Friday) - **Thanksgiving**

This holiday celebrates the joys in life and allows us to remember everything that is good in our life over the past year. On Thursday people get together with family and eat a big meal.

Last week of December - **Christmas/Holiday Break**

This is the holiday time when Christians celebrate the birth of Jesus. Most everyone observes it - even those who aren't Christians - because it is a time to get together with family and enjoy the season. People usually travel to be with family, open presents, eat a big meal with family, go shopping or watch TV.

Faculty

Pacelli, Alicia

- M.A. in TESOL, Saint Michael's College
- B.A in Cultural Anthropology/Sociology and Studio Art, Saint Michael's College
- TESOL Certification, School of International Training (SIT)

Alam, Shaira

- B.A in Secondary English, California State University Northridge

Buduan, Beejay

- B.S. in Business Administration (Finance)
- TEFL Certification, TEFL Fullcircle
- TEYL Certification, TEFL Fullcircle

James, William

- B.A in Media Arts and Sciences, University of Kentucky
- TESOL Certification, San Diego State University

Mikulicich, Caitlin

- B.A. in Psychology, Point Loma Nazarene University
- TESOL, Global Leadership College

Sukhanova, Olya

- M.A. in English, Tarleton State University
- B.A. in English/German/Linguistics/Pedagogy, Moscow State Linguistic University

Zyphur, Susan

- B.A. in Psychology, University of California, San Diego
- TEFL certification, San Diego State University American Language Institute



School and Student Policies

Expectations

There is nothing more important at Q International School than our expectations of one another. To create and maintain the warm, supportive culture that is our hallmark, we must honor these simple expectations. Service to our students, and kindness and respect for all make every day at Q International School a rewarding step forward in our individual journeys.

What We Expect From Q International School Students

- Come to school prepared to start your class on time.
- Be respectful and kind to your classmates, teachers, and staff.
- Speak English only.
- Do your homework.
- Honor the rules and policies of Q International School.
- Feel free to discuss concerns with your advisor.
- Respect the school facility and property. Be sure to clean up after yourself.
- This is a smoke-free campus. You must stand at least 25 feet away from the building if you are going to smoke, and you must throw all cigarettes into an appropriate receptacle.

What We Expect from Q International School Teachers

- Be prepared to start class on time. Teachers must be in the classroom 5 minutes before the start of the class.
- Be respectful, kind, and helpful to students and colleagues.
- Focus on serving students and putting them first during work hours.
- Have a good attitude.
- Honor the rules and policies of Q International School.
- Keep your classroom and work stations clean and orderly.
- Do not date students while they are enrolled at Q International School.
- This is a smoke-free campus. You must stand at least 25 feet away from the building if you are going to smoke, and you must throw all cigarettes into an appropriate receptacle.

Student Policies

F-1 Students: General Policy for F-1 Students

- Inform the school within 10 days of the following changes: home address, contact information, sources of financial support, immigration status, and dependent status.
- Do not engage in unauthorized employment.
- Be sure to have a current Form I-20. If your Form I-20 is about to expire, discuss your intent to

extend your program with your advisor and complete and submit the Service Request Form at least 30 days prior to the expiration date.

F-1 Students: Terminating Enrollment at Q International School

To avoid being terminated from SEVIS for failure to enroll, a student who plans to leave the school must complete and submit the Notice of Intention to Exit form. The student's Academic Report will be reviewed and closed out in SEVIS accordingly.

When transferring to another SEVP approved school, the acceptance letter from the school must be submitted together with the Notice of Intention to Exit form; a letter or a form that expresses only intent to transfer is not sufficient. The student's record will be released to the school within 7 days of the student's last day of registration. If the student does not meet the minimum attendance and/or academic requirements, the student's enrollment will be terminated.

F-1 Students: Leave of Absence Policy

A student who plans to continue his/her studies may request a leave of absence by submitting the Leave of Absence Form to the Admissions Department. The School reserves the right to decline the student's request for a leave of absence for any reason.

F-1 Students: Vacation Policy

Students who have studied for a minimum of 16 weeks with an attendance of 80% or above, and are registered for at least another 8 weeks, are entitled to a session break of up to 2 weeks. Session breaks cannot be more than 1 week, including all Q International School breaks except the standard Christmas break.

F-1 Students: Student Policy

In addition to Q International School's policies, the F-1 student must comply with the terms and conditions of his/her F-1 visa. A student who fails to meet any of the regulatory requirements established by the U.S. and the school will be out of status and terminated in SEVIS.

Attendance Policy and Procedure

All students on F-1 Visas are required by the United States Immigration Laws to maintain full time attendance in order to maintain their immigration status (student visa). All students are required to maintain a cumulative attendance of at least 80%. Attendance is checked at the end of each week. Students who miss classes without proper excuse will receive a zero (0) for participation and homework on the day of absence. The below chart provides a benchmark for the number of maximum allowed absent hours corresponding to each program:

English Program	Hours Absent
Fundamental	2 hours per week
Academic	3 hours per week
Test Prep	3 hours per week
Business English	3 hours per week

Attendance is recorded by teachers daily and reviewed at the end of each week. Weekly cumulative attendance for the academic session in progress is updated regularly and made available to students. Students may check their attendance record every Monday on the Q Hub Student Portal or in the Student Lounge Area where it is posted. Attendance audits are conducted at the middle and end of an academic session. Final attendance is reported at the end of each academic session. If the student's cumulative attendance is below the required 80% at the end of the academic session, the following steps will take place:

First Warning

The first time the student's cumulative attendance falls below 80%, he/she will receive the First Warning. The student will be required to improve his/her attendance within the next four (4) weeks.

Second Warning

The second time the student's cumulative attendance falls below 80%, he/she will receive the Second Warning and will need to meet with either an Academic Coordinator or Center Director to sign a Contractual Agreement of Attendance. The student will be required to improve his/her attendance within the next four (4) weeks.

Final Notification and Cancellation of Enrollment

The third and final time the student's cumulative attendance falls below 80%, he/she will receive the final notification and cancellation of enrollment. Students who receive the final notice have not met one of the following requirements:

- Attained an 80% or higher attendance record after 3 consecutive academic sessions; and/or
- Met with the Center Director and signed an Academic Contract.

After receiving the final notice from the Center Director, the student may need to transfer out within ten (10) business days. Failure to do so may jeopardize the student's visa status.

Definitions and Calculations

Present (P). You are present for the whole duration of the class.

Tardy (T). You are late if you arrive to class **within fifteen (15) minutes** of the start of each class.

- 3 tardies = 1 absence for the class.

Absent (A). You are absent if you arrive to class **after 15 minutes** of the start of each class.

Early Departure (ED). You will be marked Early Departure if you leave 15 minutes before the end of the class. 3 early departures = 1 absence for the class.

Fresh Start. If you show progress with your attendance record after 6 (six) consecutive months of attendance at the School, your prior default attendance records may be erased. For example, you have received two (2) warnings and you have showed a lot of progress within the next 4-5 months, after the 6 months, you will have a fresh start with your attendance record. Hence, if you get another attendance violation on your 7th or 8th month, it will not be your final notice, but will revert to your 1st warning.

Satisfactory Progress Policy and Procedure

Q International School's mission statement is paramount in both teaching student and monitoring progress against both session and student goals. Methods take into account the fact that no two students learn a new language at an equal pace or with equal depth. Both teaching and monitoring are aimed at achieving progress for each individual student.

"Satisfactory progress" is defined as improving one's English proficiency in a systematic and timely manner. This equates to 70% (2.0) or higher overall grade point average at the end of the academic session. If a student does not achieve an overall grade point average of 70% or higher, the student must repeat the level. Students with a GPA lower than a 2.0 for the second academic session will be given a warning and an Individual Learning Plan (ILP).

- Quantitative and Qualitative Factors

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum cumulative grade point average (GPA) of 70%.
2. Minimum cumulative attendance rate of 80% of clocked hours.
3. Cumulative GPA of 70% and cumulative attendance of 80% is required for graduation as well as attaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

- Maximum Timeframe

Students must not exceed the maximum time frame of 36 months.

- Appeal

If a student wishes to appeal, they must submit a written appeal to the Academic Coordinator and meet with either the Academic Coordinator or the School Director to come up with a plan and to commit to putting forth their best effort to reach satisfactory progress.

Failure by the student to successfully complete the same level a third time will result in the student, Academic Coordinator and/or School Director meeting to determine if there is any reason to believe the student could benefit from taking the course a fourth time. If they conclude the student should have one more chance, the student remains on probation with a new Individual Learning Plan indicating the plan for the student's coursework, and verification that the student understands the consequences of failing a fourth time and the conditions for being removed from probationary status.

Should a student fail the same level for a fourth time, the student will be notified that the student will be terminated in the SEVIS system within ten working days of notification.

The unit of measurement to record student progress is a 0 – 100% scale, as indicated on the Grade Report. 90-100% is an A. 80 to 89% is a B. 70- 79% is a C. In order to complete/pass a level, students must achieve an overall average of 70% or better Letter grade and percentage.

Clock hours are the only unit of measurement used to record a student's progress on transcripts and other documents. This is in accordance with regulations relating to F-1 students.

An updated class roster is filed under each instructor's account on Engrade at the beginning of classes each week. The instructors issue each student a grade for the week based on student participation and the grades received on any assignments, quizzes or exams called for by the curriculum for that week. These rosters, with grade and attendance information, are show on the student's transcript. The rosters are reviewed by the school's Academic Coordinator on a weekly basis and the School Director on a biweekly basis.

The Academic Coordinator is responsible for determining that the student has maintained satisfactory progress.

Cancellation and Refund Policy

A written notice of withdrawal must be provided to Q International School as an intent to withdraw from the program in which the student has enrolled. Application fee, express mail fee and bank fees are non-refundable.

Tuition, Technology and Material Fee Refund

- If you cancel your enrollment prior to your scheduled orientation date, you will receive a 100% refund for the amount paid for tuition, technology and material fee charges.
- If you cancel your enrollment on the first day of classes, you will receive a 100% refund of the amount paid for tuition, technology and material fee charges.
- If you cancel your enrollment after the first day of classes or the seventh day after enrollment, whichever is later, and have not completed at least 60% of your program, you will be eligible for a refund based on a prorated calculation of the unused weeks of your program of study.
- If you withdraw your enrollment after completing at least 60% of your program of study, you will not

be eligible for a refund.

- When determining the number of weeks completed, a partial week will be counted as a whole week, provided the student was present any time of the scheduled week.
- If Q International School cancels a program subsequent to your enrollment, all fees paid to the school will be refunded.
- Students who are dismissed from the program are not eligible for a refund.
- Refunds will be paid within 30 calendar days of the date of determination. The school will only pay refunds to the person or company from whom the funds originated.

Housing Refunds

- Homestay: A minimum of (14) days written notice and refunds will be provided for unused portion of your stay.
- Residence Club: Refunds will be determined according to each of the individual residence clubs.

Student Conduct

Any student may be dismissed from Q International School for inappropriate behavior, yelling, aggressive or threatening actions, theft, vandalism of any sort, illegal drug use, or the use of alcohol. Similarly, sexual harassment, racial discrimination, behaviors that violate school rules and expectations, disobedient or disrespectful behavior towards students, staff or faculty will also not be tolerated and will result in suspension or, at the School Director's sole discretion, dismissal from school.

Level-Up Test Policy and Procedure

Students who feel they were placed in a level that is below their current ability and skill may take a level-up test in order to be placed into a higher level.

The following are the general rules and qualifications for level-up tests:

- Students must see the Academic Coordinator to allocate time for the level-up exam.
- Students must receive a score of 80% or higher on a level-up test in order to be placed into a higher level.
- If a student receives a score of 80% or above, they can begin their new level on Monday of the following week.
- New students have one week from the day they commence classes to take a level-up test (if starting after the first week of a new session).
- All continuing students must have an 80% average or higher in their current classes in order to move up.

Part One: Student Placement Appeal

Prior to taking a level-up test, the student's teacher(s) must fill out the Teacher Recommendation for Student Placement Appeal form. Once the form has been filled out and handed in, the student may then take the level-up test.

Part Two: New Schedule

If a student does not pass, he/she will not level up. If the student does receive a passing score of 80% or above, he or she will get a new schedule via e-mail. The student must finish the week in their current level before progressing to the next one.

Individual Learning Plan Policy & Procedure

The Purpose of an ILP

Individual Learning Plans are a useful tool for teachers to follow a student's progress more closely while taking into consideration strengths and weaknesses. ILP's also serve to better assess the needs of students who are failing their classes. ILPs may be shared by teachers to help an individual student build stronger skills in all classes.

Main Goals of an ILP

- Sets Clear Learning Goals.
- Tracks Progress.
- Helps to Analyze Learning Strengths and Challenges.
- Shows Which Strategies Match the Student's Learning Style.
- Helps to Find Solutions.
- Assists in Reflecting on Student Growth.

Possible Questions to Address

- How do I know what type of learner my student is?
- What strategies can I use for X situation?
- What is a form I can use to easily record this information?
- How often should I reflect on the ILP?
- What is the student's role with regard to the ILP?
- How can I make the ILP easily accessible to other teachers?

Identifying an ILP for Students

Step One: Failing students will be identified at the end of each session. An ILP form will be used to assess the students after failing twice. These students will meet with the Academic Coordinator(s) and/or teachers to assess and indicate the specific areas that need to be addressed by the Learning Plan. During this meeting/ assessment students can expect to:

- Describe how to plan effectively (set goals, develop action plans, reflect on one's experience, use results of reflection to update plans).
- Identify and address barriers to their learning and growth.
- Find effective ways to overcome learning obstacles.

These meetings happen on Fridays during the special ILP class which is noted on the student's schedule.

Copyright Policy

Protecting Against Copyright and Software License Infringements (4.B.6)

It is the policy of Q International School to respect the copyright protections given by Federal Law to owners of print, digital materials and software. It is against Q International School policy for faculty, staff, or students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law (especially with respect to “fair use”) or specific license.

The software provided through Q International School for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

Q International School regards violation of this policy as a serious matter, and any such violation is without consent and is subject to disciplinary action. Repeated violations will result in the loss of computing privileges, among other sanctions.

Student Complaints

ACCET Complaint Procedure

Q International School is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and Q International School to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the formal complaint procedure within Q International School.

However, in the event that a student has exercised the channels available within Q International School to resolve the problem(s) by way of Q International School’s formal student complaint procedure and the problem(s) has not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a. A detailed description of the problem(s);
 - b. The approximate date(s) that the problem(s) occurred;
 - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both Q International School staff and/or other students who were involved;

- d. Evidence demonstrating that Q International School's complaint procedure was followed prior to contacting ACCET;
 - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to Q International School.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and Q International School).

4. SEND TO:

ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Bureau for Private Postsecondary Education (BPPE) Complaint Procedure

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589, by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website, www.bppe.ca.gov.

Health and Safety

Medical Insurance

All students at Q International School must have health insurance coverage. Uninsured students may not attend class until proof of insurance is available. We strongly recommend that students purchase the health insurance policy that is available at Q International School upon arrival. The cost for 2017-2018 is \$25.00 per week. This policy provides students with good health insurance coverage during stay as a student at Q International School.

The requirements for student health insurance coverage are as follows:

1. The policy must be valid through the entire course of studies at Q International School.
2. The medical benefit must be at least \$250,000 maximum coverage (with no per illness or injury limits).
3. The medical evacuation benefit must be at least \$100,000.
4. The repatriation benefit must be at least \$100,000 (provides transportation home in case of death).

If you have an insurance policy other than the one available at Q International School, you must present an English translation of the policy to Q International School for approval before you can be cleared to register for class.

If you have questions about health insurance, please contact the Student Services Department for assistance.

Hospitals and Pharmacies in San Diego

In Case of Emergency or Accident

If other emergencies not requiring ambulance service occur, go or take the injured person to the nearest hospital.

Hospitals near Q International School include (please call first to make sure your insurance plan is accepted):

University of California San Diego Medical
Center www.health.ucsd.edu
200 West Arbor Drive
San Diego, CA 92103-8970
(619) 543 6222

Scripps Mercy Hospital
www.scrippshealth.org
4077 Fifth Avenue
San Diego, CA 92103-2105
(619) 294-8111

Sharp Memorial Hospital
www.sharp.com
7901 Frost Street
San Diego, CA 92123-2701
(858) 939-3400

Healthcare in Your Language

National and state law requires that the hospital must provide you with an interpreter in your language if you request it. See www.ncmonline.com/languageaccess.

Referral to a Physician

It is not appropriate to go to the hospital for anything less than an emergency. If you need general medical care, you should see a private physician. For a referral to a doctor, contact the San Diego County Medical Center.

San Diego County Medical Center
www.cmanet.org/find-a-cma-physician/
800.786.4262

Drugs and Medications

There are two types of drugs you may need during your stay here.

Prescription drugs are prescribed by a doctor. You will not see them on the store shelves with other medicines. Each time you need this drug, you will have to have a prescription written or call in to a pharmacy where a licensed pharmacist will prepare the medicine for you.

The cost of prescription drugs will vary widely based upon where you purchase them. One of the least expensive places to go to is Costco. This is a membership store BUT you don't have to be a member to use the pharmacy.

Costco Wholesale
650 Gateway Center
San Diego, CA 92102

One of the pharmacies closest to the school is Rite-Aid.

Rite Aid Pharmacy
1411 Kettner Boulevard
San Diego, CA 92101

Non-prescription drugs (also known as "over the counter drugs") can be bought by anyone wherever medicine is sold. You will find them in drug stores, supermarkets, Target and Wal- Mart.

Dental Care

Dentists and dental hygienists work together in the US. The dental hygienist cleans teeth, examines patients for oral diseases and provides other preventative dental care.

One source for referrals to dentists and hygienists is the San Diego County Dental Society. Visit their website to use the “Find a Dentist” feature:

San Diego County Dental Society
www.sdcds.org/Find-a-Dentist
619.275.0244

Dental care can be very expensive in the U.S. Please note that Q International School health insurance coverage does not include routine dental visits. It offers limited dental emergency coverage up to a maximum of \$500 if teeth are damaged as a result of an accident.

An affordable dental plan can be obtained through New Dental Choice.

New Dental Choice
www.newdentalchoice.com
888.632.7558

Water and Food Safety

It is safe to drink tap water in the U.S. However, most people prefer to drink bottled water. Bottled water is available everywhere.

Do not eat raw or undercooked meat. For food, remember the simple rule: “cooked well, served hot”. Well-cooked food destroys bacteria that can make you sick.

Wash your hands before eating. Bring or buy anti-bacterial wipes or a hand-sanitizer and carry them with you at all times.

Other Safety Considerations

Crime occurs everywhere, even in America’s Finest City. San Diego is generally a safe place to live, but there are precautions you can take to reduce the risk of theft and harm.

On the Street

- First and foremost, always be alert. Keep your head up. Know your surroundings and don't be caught by surprise.
- Walk in pairs or with a group in a well-lit area, especially at night. Crimes are less likely to take place if there are witnesses.
- Tell at least one person where you are going and when you expect to return.
- Follow your instincts. If an area feels unsafe - leave.
- Carry a whistle or other type of alarm so you can quickly - and loudly - grab someone's attention in case of an emergency.
- If you think someone is following you, turn around and check. Change direction and go towards people, lights or traffic.

At Home

- Use good locks on your doors and keep them locked at all times.
- Keep lights on when you are away.
- Always check to see who is at the door before you answer or open it! Request identification from repair people, police and other officials before letting them in.
- Get to know your neighbors so you can get help if necessary.

In the Car and Other Means of Transportation

- Make sure your car is in good working order and has plenty of gas.
- Keep your car locked and check the seats and floor of your car before getting in.
- Have your keys ready before you reach the car. Get in quickly. Lock the doors after entering the car. Make sure the windows are rolled up.
- If your car breaks down on the road, put your flashers (hazard lights) on and open the hood of your car. If someone stops to help you, do not accept a ride. Ask the person to call the police to help you (if you do not have a cell phone).
- Never pick up hitch hikers.
- Park in well-lit areas.

- If you are followed by another car, drive to a police or fire station or any business or gas station. Do not drive to your home or to a friend's house.
- In the bus or trolley, sit near the conductor or driver, or near other riders.

On Campus

- Keep an eye on your belongings; do not leave your books and other belongings unattended.

On Dates or At Parties

- Dating under the influence of drugs or alcohol is very dangerous. The use of alcohol and drugs is often related to incidents of acquaintance rape. Drugs and alcohol reduce a person's ability to make responsible decisions.
- Women: Be assertive. Say, "NO", when you mean NO. If you feel that a situation is unsafe, trust your feeling and move to a safe place.
- Men: Respect the rights of women as you would your own rights. You do not have the right to pressure or force a woman for sex in any situation. A woman has the right to say, "NO".

Defending Yourself

- If you are in danger, get the attention of other people - scream, honk your horn, knock on a nearby door, etc.
- Loud, aggressive words will often discourage a potential attacker from continuing his pursuit.
- If you must struggle or fight, aim for the face, eyes, throat or groin. These areas will cause immediate disability. Strike with your maximum strength. Your life may depend on your determination.
- Your best defense against potential crime is prevention. Use common sense and avoid situations that could jeopardize your safety.

If You're Arrested or Taken to a Police Station

1. You have the right to remain silent and to talk to a lawyer before you talk to the police. Tell the police nothing except your name and address. Don't give any explanations, excuses or stories. You can make your defense later, in court, based on what you and your lawyer decide is best.

2. Ask to see a lawyer immediately. If you can't afford a lawyer, one will be provided to you by the state. Ask the police how the lawyer can be contacted and do not answer their questions until you have spoken with a lawyer.
3. Within a reasonable time after your arrest, or booking, you have the right to make a local phone call. You can call a lawyer, bail bondsman, a relative or any other person. The police may not listen to the call to the lawyer.
4. What you say to the police is always important. What you say can be used against you, and it can give the police an excuse to arrest you, especially if you badmouth a police officer.
5. You must show your driver's license and registration when stopped in a car. Otherwise, you don't have to answer any questions if you are detained or arrested, with one important exception. The police may ask for your name if you have been properly detained, and you can be arrested in some states for refusing to give it. If you reasonably fear that your name is incriminating, you can claim the right to remain silent.
6. You don't have to consent to any search of yourself, your car or your house. If you DO consent to a search, it can affect your rights later in court. If the police say they have a search warrant, ASK TO SEE IT.
7. Do not interfere with, or obstruct the police for any reason; you can be arrested for it.

If You Are Stopped For Questioning

1. It is not a crime to refuse to answer questions, but refusing to answer might make the police suspicious about you. If you are asked to identify yourself, see paragraph 2 above.
2. Police may "pat-down" your clothing if they suspect a concealed weapon. Don't physically resist, but make it clear that you don't consent to any further search.
3. Ask if you are under arrest. If you are under arrest, you have the right to know why.

Produced by the American Civil Liberties Union.

ARREST THE RACISM. Tell us about your race- or ethnic based traffic or pedestrian stop.

Call 1-877-6-PROFILE or go to aclu.org/profiling www.aclu.org

Drug & Alcohol Abuse

Most students in the U.S. encounter alcohol and/or drugs at one time or another.

Alcohol

In the U.S., the legal drinking age is 21. Do not drink and drive, or drive with anyone who has been drinking. The penalty for drinking and driving (Driving Under the Influence, "DUI"), even if it is your first offense, is VERY serious. You may go to jail, be fined and/or lose your driving license.

Drugs

Q International School has a zero tolerance for illegal drug use. Below are some examples of prohibited substances.

Codeine and tranquilizers are issued by doctors but are sometimes taken in excess. Codeine reduces pain while tranquilizers have a calming effect.

Marijuana and hashish are stimulants. These drugs increase your appetite, relax your body and increase your heartbeat. They are taken in the form of a hand-rolled cigarette called a "joint" or in a device with a tube attached called a "bong".

Cocaine and crack are stimulants. Both speed up your nervous system. Although this will make you feel very happy for a brief time, you will then experience a "down", when you feel sad and need more of the drug. These drugs are taken by sniffing the substance up your nose. Crack is one of the most harmful and addictive drugs.

Heroin is used to reduce pain. This drug is injected into a vein in the body with a needle. It is very dangerous and addictive. One can get HIV by sharing needles. Also, the drug can kill you.

LSD (Acid), Ecstasy and PCP are hallucinogens. These drugs change your perception of what you see, hear, taste and smell. These are powerful drugs and can affect you for many months.

Inhalants can be bought as spray paint, nail polish and model glue. Breathing the fumes can make you feel happy but it can also make you sick and dizzy. The fumes are poisonous and will permanently damage your lungs and brain.

Say no to drugs and alcohol!

Megan's Law - Sex Offender Registrant Information

In the state of California, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community.

Public information regarding sex offenders in California may be obtained by viewing the Megan's Law website at www.meganslaw.ca.gov.

Earthquakes

There has not been a major earthquake in San Diego in over 80 years. However, there are many minor earthquakes and it is important to know what to do if one occurs.

If there is an earthquake while you are in class:

- Do not run outside. Stay in the classroom.
- Stay away from windows, mounted televisions and any other heavy classroom equipment.

If you are outdoors:

- Get away from any trees, buildings or power (electrical) lines.
- After the earthquake, stay away from any fallen power lines.

In order to be prepared at home, do the following:

- Keep one week's supply of food, water and all important medicines in your home.
- Know how to turn off the gas valve in your house or apartment. If there is an earthquake, turn off the gas.

For more information on earthquake safety, call San Diego Red Cross 619-291-2620.

Living in San Diego

Banking

It is a good practice to have a bank account rather than to carry a large amount of cash or leave a large sum in your home. A bank account will allow you to use a debit card for your purchases. Checks for your bank account, a debit card and traveler's checks are all safe to carry or leave at home.

Opening a bank account

You'll need the following items to open a bank account:

- Your Student ID card.
- Passport.
- I-20 document.
- Approximately US\$100 to deposit in your new account (the minimum amount required varies by bank).

The bank will give you a checkbook with checks and an Automated Teller Machine (ATM or debit) card. You may use the checks to make purchases and pay bills. The ATM card will also let you pay bills as it transfers the amount directly from your account. It is not a credit card, although it will have a Visa or MasterCard logo on the front. In addition, you may use your ATM card to withdraw cash from ATMs in stores, banks, malls and many entertainment venues. There may be a charge for cash withdrawals made at an ATM that is not associated with your bank.

Bank of America

www.bankofamerica.com
655 W. Broadway, Suite 101
San Diego, CA 92101

Citibank

www.citibank.com/US/
755 Broadway Circle
San Diego, CA 92101

US Bank

www.usbank.com
600 W. Broadway, Suite 101
San Diego, CA 92101

Chase Bank

www.chasebank.com
1415 India Street
San Diego, CA 92101

Wells Fargo

www.wellsfargo.com
401 B Street, Suite 101
San Diego, CA 92101

Calendar Dates

Calendar dates in the U.S. are written as month/day/year. For example, October 23, 2014 would be written as 10/23/14.

Embassies/Consulates

Most nations have an embassy or consulate located in Washington D.C. For locations in California, check the listings at the California Secretary of State's webpage: www.sos.ca.gov/business/ibrp/consulates/htm

Greetings

Address a person by his or her title when you are in a formal situation or you would like to acknowledge the respect you have for that person. Titles include "Dr." for both a medical doctor and a scholar with a PhD, "Mr." ("mister") for men, "Mrs." (missus) for married women and "Miss" for unmarried women. If you are unsure of a woman's marital status, use "Ms" ("miz"). Some women prefer this title.

People of equal standing (for example, classmates or co-workers) generally refer to each other by their first names only or in some cases by their last names only. When in doubt, ask a person by what name he or she would prefer to be called.

Americans typically greet each other with a "hi" or "hello" along with a short question, such as "How are you?". A standard reply would be, "Good. How are you?". These questions don't require a long response, and the person asking the question won't expect an answer of more than a few words.

"Small talk" is the phrase used to describe the conversation between two people who don't know each other very well. Good topics of small talk include weather and classes you are taking. Religion, politics and other controversial subjects are better saved until two people know each other well.

Handshaking

People generally shake hands when they meet for business and also shake hands again at the end of a meeting. This can occur if the people are meeting for the first time or have known each other for years.

If you are going to shake hands, avoid gripping the other person's hand too tightly. Alternatively, don't make your hand too limp. A firm handshake is best. Handshakes aren't common among young people, with a few exceptions. For example, a college student could shake the hand of a person of seniority or in a formal situation, such as a job interview. Always shake the person's hand if it is offered.

Law Enforcement (Police)

If you have an emergency necessitating police assistance, call 911.

The San Diego Police provide law enforcement services for the City of San Diego, including Little Italy where Q International School is located. The Police Headquarters is two miles from the school.

Police Department Headquarters
1401 Broadway
San Diego, CA 92101
Phone: (619) 531-2000

Some of the cities in San Diego County have their own police department. Others contract with the San Diego County Sheriff's Department. The Sheriff also serves the unincorporated communities. The Sheriff is responsible for the San Diego Central Jail in downtown San Diego.

The California Highway Patrol monitors the freeways and highways in California, aiding motorists and enforcing laws related to driving and vehicles.

All law enforcement officers working in California are authorized to respond to situations as needed, regardless of whether they are within their geographical jurisdiction or if they are off duty. If a law enforcement officer wants to speak with you, stand or sit calmly where you are and answer all the questions truthfully.

Mail

The United States Postal Service (USPS) is the government agency responsible for mail delivery to residences and businesses Monday through Saturday, with the exception of major holidays.

You may buy stamps and drop mail off at the post office. The post office also has mail boxes available to rent. If you think you may move several times while you are here, a post office box gives you an address that doesn't change, which is convenient for the people who send you bills and letters.

A first class envelope, weighing up to 13 ounces, requires a \$.45 stamp for delivery within the United States. Mail delivery outside of the United States varies by location and the weight of the item being mailed.

The closest full service post office is at Horton Plaza, less than one mile from Q International School.

United States Post Office
www.usps.com
51 Horton Plaza
San Diego, CA 92101-9996
800.275.8777 / 619.232.4015

Private retailers offer many of the same services as the post office, including selling stamps, taking mail and providing mail boxes for rent. Stamps are also available at many grocery stores.

Private industry also plays a big role in mail delivery, both in the United States and around the world. Two of the biggest names in delivery are FedEx and UPS (United Parcel Service). They have corporate locations and also are represented by private retailers. You may learn more about their services and rates at their websites. Below are the closest FedEx and UPS service centers.

FedEx
Go Postal (Authorized ship
center) 1501 India Street
Suite 103
San Diego, CA 92101

The UPS Store
www.ups.com
501 W. Broadway
Suite A
San Diego, CA 92101

Meals

Americans eat three meals: breakfast, lunch and dinner. “Supper” maybe used to refer to either the second or third meal of the day.

Breakfast is eaten in the morning, before work or school. Lunch is served sometime between 11 a.m. and 3 p.m. Dinner is typically the largest meal of the day and is generally eaten between 5 and 8 p.m. Some people combine breakfast and lunch and eat “brunch”. This is most typical on weekends in the late morning or early afternoon.

Phone Service

The majority of our students have a cell (mobile) phone. Contract Service historically, has been the most common plan. It requires a two- year service contract, with a cancellation fee if you cancel your service early. Check with your provider; however, as leaving the area is often considered a valid reason for canceling service.

and there may be no additional charge. With a contract service you usually have a choice of phones costing from \$0 - \$500 or more. Contracts usually require that you have a social security number. If you don't have a social security number, you can use a pre-paid service.

Pre-paid Service: Pre-paid plans can be more cost-effective than contracts. Phones with these plans range from \$0 - \$100 or more.

Large cell phone service providers are listed below; these are corporate-owned stores which may have more services than what's offered by independent retailers.

AT&T (Downtown)

www.att.com/wireless
252 Broadway
San Diego, CA 92101

T-Mobile (Downtown)

www.t-mobile.com
1014 5th Avenue
San Diego, CA 92101

Cricket (City Heights)

www.mycricket.com
5399 El Cajon Boulevard
San Diego, CA 92115

**Verizon Wireless
(Mission Valley)**

www.verizonwireless.com
980 Camino De La Reina
Space 3 San Diego, CA 92108

Sprint (Downtown)

www.sprint.com
200 Broadway
San Diego, CA 92101

If you wish to have a landline in your apartment or house, you will want to contact one of the companies below for service. You may want to consider a "bundle" of services, such as Internet, television and your phone line. Bundles are usually less expensive than the total of the individual services.

When ordering services, be sure to review all of the features you will be charged for. This will allow you to decline some of the items you don't need, eliminating extra charges.

AT&T

www.att.com/wireless
252 Broadway
San Diego, CA 92101
619.238.3638

Cox Solutions Store

www.cox.com
1220 Cleveland Ave
San Diego, CA 92103
619.780.0800

Shopping

If you like to shop, you've come to the right place. Want a bargain? You'll find them here. High- end, low-end and everything in between. San Diego is a shopper's paradise.

The Basics:

Grocery Stores (Supermarkets)

The grocery store or supermarket has all the food you need for the barbeque brunch you're planning this weekend. Plus supplies to clean your house, pet food, shampoo and most of the other items you use every day. These stores have on-site bakeries, delicatessens with pre-prepared foods and fresh flowers. There may be a drug store in the store and even a bank. Local supermarkets:

Albertsons

655 14th Street
San Diego, CA 92101

Ralphs

101 G Street
San Diego, CA 92101

Vons

515 Washington Street
San Diego, CA 92103

Specialty Grocers

The following stores may have less selection than the Supermarkets above. These stores focus on healthy foods and green products.

Trader Joe's

1090 University
San Diego, CA 92103

Whole Foods Market

711 University Ave
San Diego, CA 92103

Farmer's Markets

Speaking of healthy, the Farmer's Markets bring fresh foods to local neighborhoods once a week, with locally grown fruit and vegetables that were just harvested! We have our own Farmer's Market just up the street from Q International School.

The Little Italy Mercato

Every Saturday, 8am-2pm

150 booths offering lining Date Street from Kettner Boulevard to Front Street Fresh produce, artisan foods and specialty items

Department Stores

In something of a class of their own, Target and Walmart are two discount department stores that offer many of the items you'll find in a grocery store, a spectrum of items from clothes to tires to books.

Target

3245 Sports Arena Boulevard
San Diego, CA 92110
619.223.2491

Walmart

1200 Highland Avenue
National City, CA 91950
619.336.0395

Malls

A shopping mall is a series of shops connected by a walkway. There are usually a number of fast food restaurants as well as higher end restaurants. Most large malls have big movie theaters. We have some exceptional malls, with a great variety of offerings, close to Q International School.

Most malls are open Monday to Saturday, 10:00 am - 9:00 pm, Sunday 11:00 am - 7:00 pm. There may be exceptions to the hours, such as food services and movie theaters.

With 121 stores and 30 options for dining, Horton Plaza has something for everyone. A 15 screen movie theater provides great entertainment prospects. There are three department stores.

Horton Plaza

324 Horton Plaza
San Diego, CA 92101

Fashion Valley Mall

7007 Friars Road
San Diego, CA 92108-1153

Outlet Stores

Outlet stores used to be called “factory outlets”, offering consumers high-profile brands that were discounted. These days, some of the items are indeed a great value. However, some outlet stores create less expensive versions of their high-end products just for sale in these specialized malls.

One of the outlet centers closest to Q International School is Las Americas Premium Outlets. With 125 stores, this sprawling complex next to the Mexican border provides enough designer stores to meet every taste.

Las Americas Premium Outlets

4211 Camino de la Plaza
San Diego, CA 92173

Garage Sales and Swap Meets

Garage sales may be put on by one family or a whole neighborhood. They gained their name as families began to store items they didn’t use in their garages. Eventually things piled up and mom or dad would decide to put everything outside with a price on it and sell it. Garage sales take place all over San Diego, usually on the weekend. Many people list their garage sales on Craig’s List. You can find them at www.sandiego.craigslist.org/gms.

Swap meets may have started out as people gathered together to exchange items of comparable value, but today they are large outdoor markets with great bargains and many unique items.

Kobey’s Swap Meet runs every Friday through Sunday from 7:00 am - 3:00 pm. Admission is \$1 on Friday and \$2 on Saturday and Sunday.

Kobey’s Swap Meet

3500 Sports Arena Boulevard
San Diego, CA

Thrift Stores and Consignment Stores

Most thrift stores in San Diego are run by non-profit organizations or churches as part of their fund-raising efforts. Individuals donate their gently used items to the non-profit; the non-profit sells them through their thrift store.

The Salvation Army has a thrift store located near Q International School. Selling everything from a pin to washing machines and computers, this huge store occupies more than half of the city block. Hours are Monday - Saturday, 9:00 am - 6:00 pm.

Salvation Army Thrift Store
901 12th Avenue (at E Street)
San Diego, CA 92101

There are private “second-hand” stores as well. “Consignment” stores are shops where a person drops off an item to be sold, paying the store a portion of the proceeds.

Craig’s List and the Internet

No discussion of shopping would be complete without mentioning of Craig’s List and the Internet. Craig’s List provides a local online market for both new and used items. Use caution when using Craig’s List. If you want to buy something, do not go to the person’s house by yourself. Take a friend or meet in a public place. You can access Craig’s List at www.craigslist.org.

And of course, the Internet is the ultimate cyber-mall. If you’re looking for a quick price comparison on items, try Amazon at www.Amazon.com.

Smoking

California has some of the most comprehensive smoking laws in the U.S. If you smoke, it’s important to know the laws about where you can and cannot smoke as a violation will result in a fine. The California laws essentially ban smoking in all places, public and private, frequented by the general population.

The Workplace

Under California law, it is unlawful to smoke tobacco products in an enclosed workplace. An enclosed workplace is defined as all indoor workplaces including the lobbies, lounges, waiting areas, elevators, stairwells and restrooms which are part of the building in which people are employed.

Multi-unit Residences

Because indoor common areas such as hallways, stairways and laundry areas of apartment buildings and condos are considered “workplaces” under California law, smoking is not permitted in these areas.

Government Buildings

Smoking is banned at all parts of state, county and local office buildings and 20 feet surrounding those buildings.

Playgrounds, Daycare and Schools

Smoking is prohibited within 25 feet of a playground, as well as at daycare centers and in school buildings.

Planes, Public Transportation and Automobiles

Although smoking on planes has been banned for some time, California also bans smoking on public transportation. California was one of the first states to pass a law making it illegal to smoke in a car transporting or driven by someone under the age of 18.

Beach and Public Parks

Smoking at the beach and in public parks is prohibited in California.

Taxes

Retail sales of tangible items in California are generally subject to sales tax. Examples include furniture, giftware, toys, antiques and clothing. Some labor service and associated costs are subject to sales tax if they are involved in the creation or manufacturing of new personal property. Some items are exempt from sales and use tax. The most common exempt items are certain food products for human consumption (many groceries). Rates vary from one city to another. In the City of San Diego, the tax rate is 7.75%.

Television

Your viewing choices will be determined by the service provider you select. You may choose cable (Cox), satellite, or connect to programming via the Internet.

Temperature

Americans use the Fahrenheit scale to calculate temperatures. Water freezes at 32 degrees. To change Fahrenheit temperatures into Celsius, subtract 32 from the temperature, multiply the result by 5 and then divide by 9. For example, 100 degrees Fahrenheit would be about 38 degrees Celsius.

Time Zones

The continental United States has four time zones. From east to west they are the Eastern, Central, Mountain and Pacific time zones. Hawaii and Alaska are each in different time zones.

The Eastern Time zone is five hours behind Greenwich Mean Time. The Pacific Time zone is eight hours behind.

San Diego	
Standard time zone:	UTC/GMT-8 hours
Daylight saving time:	+1 hour
Time zone abbreviation:	PDT - Pacific Daylight Time

Most of the United States practices daylight savings time. Daylight savings time (DST) begins on Sunday, March 13, 2016 at 2:00 am. At this time the clocks are set forward one hour. DST ends on Sunday, November 6, 2016 at 2:00 am., with clocks being set back one hour.

Tipping

Tipping is customary when certain services are received. It is first and foremost a reward for prompt and attentive service. However, tips are expected in some situations, such as the restaurant industry. Wait staff are paid below minimum wage because the business owners know that they will get tips. Whether or not tips are expected, if the service is below standard, don't feel obligated to tip.

Tips are generally left one of two ways. You can leave the money on the table when you exit the restaurant. However, if you pay by credit card, you can fill out the special "tip" line on the receipt to tell the server how much to charge you.

Below are general guidelines for situations you will commonly face while at Q International School.

Restaurants, Food Delivery

Wait Staff: 15% -20% of the bill before taxes

Bartenders: 15% - 20% of the tab or, \$1 for beer or wine, \$2 for mixed drinks

Buffets: No tipping necessary. If you have a waitress or waiter who takes your order and checks on you, \$1 -\$2 is appreciated

Parking Attendant: \$1- \$3

Pizza Delivery: At least \$1, 15% for normal service, more during bad weather

****Tips are unnecessary and not expected at fast-food restaurants****

Services:

Hairstylist/Barber: 10% - 20% depending on the complexity of the service

Manicure, Pedicure: 15%

Facial, waxing: 10% - 20%

Massage: 10% - 20%

Travel:

Taxi or Limo to airport: 15% - 20% of the bill

Hotel Shuttle: \$1.00 - \$2.00 per person, more if luggage is handled

Sky Cap, Bellhop: \$2 for first bag, then \$1 per bag after that. \$2 for very heavy bags

Tour Guides: If you are pleased with the tour, tip \$5 to the tour guide for a full day tour, and \$1 - \$2 to the driver

Transportation

The majority of residents in San Diego drive their car to commute to work or school. We love that Q International School is in a community where all your needs can be met without a car!

The Metropolitan Transit System is responsible for both buses and trolleys. The closest bus and trolley stop are at the America Plaza Station, approximately one third of a mile from Q International School. Routes and timetables are available online and at the America Plaza Station.

Buses

Buses stop along the street at designated spots. There are also bus (and trolley) stations throughout the area. To find the bus stop on the street, look for a blue rectangle on a tall pole on the curb. The sign will read "Bus Stop - San Diego Transit". This is where you board the bus.

Bus fares are \$2.25 one way. A regional day pass is \$5.00. If you must take two buses to get to your stop, ask the driver for a transfer.

Regional Adult Monthly Passes - \$72. Regional Youth Monthly Passes - \$36 (for ages 6 through 18. School or transit youth identification is required).

Trolleys

Regular one-way trolley fares are \$2.50. An unlimited use Day Pass is \$5.00.

America Plaza Station

<http://www.sdmts.com/Trolley/>

1050 India Street

San Diego, CA 92101

511 or 619.233.3004

Amtrak Trains

For more distant travel, Amtrak train services provide an economical and fun way to see the country. The historic Union Station is less than 1 mile from Q International School.

Amtrak at Union Station

www.amtrak.com

1050 Kettner Boulevard

San Diego, CA 92101

619.239.9021

Airport

San Diego International Airport is only 2 miles from Q International School.

Terminal 1

3665 N. Harbor Drive

San Diego, CA 92101-1022

Terminal 2

3707 N. Harbor Drive

San Diego, CA 92101-1040

Taxi Service

Taking a taxi (or cab) in San Diego can become expensive quickly. The initial charge is \$2.40. The rate per mile is \$2.60. The rate per minute while stopped or in traffic is \$0.33. A 10-15% tip should be added to the charge.

Unlike cities like New York, there are not a lot of cabs cruising up and down the streets. The best thing to do is to call the taxi company to request a pick-up.

Two long-time cab companies serving San Diego are:

Orange Cab
619.223.5555

Uber
www.uber.com

Yellow Cab
619.239-8061

Lyft
www.lyft.com

Driving a Car

Everyone should know:

- Each person in the car must wear a seatbelt at all times.
- Children must ride in either a car seat or booster seat until the age of eight, or until they reach a height of 4 feet 9 inches.
- Give pedestrians the right-of-way (let them go first).
- Do not have any open bottles, cans or containers of alcohol in your car.
- Don't drink and drive! Even one drink can affect a person's driving.
- Always lock the doors of your car when you leave it. Thousands of cars are stolen in San Diego and Los Angeles Counties each year.
- Do not leave any valuables on the seats or floor. Take them out of the car or hide them under the seat or in the trunk and out of sight.

If you have an accident:

- Call 911 if there are any injuries

- Exchange information with everyone involved in the accident. Get the other person's:
- Full name, address and telephone number.
- Car insurance company name.
- Driver's license number and expiration date.
- If you have an accident, you must stay and exchange information with the other driver. Do not leave the scene of the accident until you have exchanged all information!

Your Driver's License

If you are a visitor in California over 18 and have a valid driver license from your home state or country, you may drive in this state without getting a California driver license as long as your home state license remains valid. You must be **18 years old or over to apply for a driver's license**. California does not recognize an International Driving Permit (IDP) as a valid driver license. A license is required to drive a car, motorcycle, or a motorized bicycle or scooter.

You must remember to visit the Social Security Administration Office to request a letter of confirmation that, as an international student in the U.S., you do not qualify for a Social Security number. For additional information, go to www.dmv.ca.gov or call 800.777.0133.

Social Security Administration Offices:

8505 Aero Drive
San Diego, CA 92123
Phone: (800) 772-1213

1333 Front Street
San Diego, CA 92101
Phone: (800) 325-0778

DMV Identification (ID) cards:

The DMV issues ID cards to persons of any age. The ID card looks like a driver license, but is used for identification purposes only. A regular ID card is valid for six years. For additional information, go to www.dmv.ca.gov or call 800.777.0133.

Department of Motor Vehicles
3960 Normal Street
San Diego, CA 92103
800.777.0133

Housing in San Diego

Q International School does not provide on-campus accommodations, but can provide assistance to students in finding affordable accommodations.

Homestay Program

Staying with an English-speaking family is a great way to practice your English naturally and learn about the local culture. As a member of their household, you live as the family lives and eat what they eat. Q International School host families are genuinely interested in receiving students and helping them to develop fluency in English. Many students love being part of the family and enjoy the extra feeling of security. Families range from traditional families with children to single or retired people. All of our host families are thoroughly checked for their suitability as hosts.

Student Residences

These commercial residences are a cross between a hotel and dorm. Amenities vary depending upon the location you select. Please check our website www.qschool.edu - Student Services - Accommodations for additional details.

Students who do not make housing arrangements prior to arrival will have to arrange for temporary accommodations until they are able to locate suitable housing.

Other housing options available to international students are below. Please contact Student Services for more information about these options if you are interested.

Hotels/Motels - If students do not make prior housing arrangements before arrival, they may need to stay in a hotel or motel for a few days. Prices may vary depending on the location and season.

Hostels - Students may wish to live in a dormitory-like apartment and have the option of sharing a room with other students or a private room.

Apartments - Students wishing to live in apartments need to take the following into consideration: rental rates and location, leasing contracts (month to month or fixed lease 6, 9 or 12 months), security deposit, furnished and unfurnished, and utilities (gas and electricity, water may be included).

Volunteering

Whether you work at a one-time event or return over and over again, volunteering is one of the most rewarding activities you can pursue. Meet other wonderful volunteers and practice your English while doing a good deed that helps make the world a little better!

Volunteering is also a good way to build-up work experience. Colleges and universities like students who have taken the time to give to their community.

Before committing yourself to a cause, learn a bit about the organization and confirm that the group you choose to help is a 501(c)(3) non-profit.

Sources for volunteer opportunities are Volunteer Match and Craigslist.

Volunteer Match
www.volunteermatch.org

Craig's List San Diego
<http://sandiego.craigslist.org/vol/>

One of our students' favorite locations to volunteer is the San Diego Zoo! Here, volunteers work as Information Ambassadors where they are assisting guests. They can also educate visitors as an Interpretive Volunteer and help save species working as Conservation Volunteers.

San Diego Zoo
www.sandiegozoo.org/volunteer

Overview of San Diego Neighborhoods

1) Hillcrest

This neighborhood is a diverse, lively, colorful neighborhood. This friendly place just north of Balboa Park is mixed with pedestrian-friendly business district. Best Bets: Landmark Cinemas, any restaurant. Bus Routes: 1, 3, 11, 16, 25.

2) Kensington

This upscale area on the southeast rim of Mission Valley is picturesque, with attractive (and pricey) Spanish-styled homes. It's a peaceful pocket amid the hubbub of the inner city. There's a tiny business district along Adams Ave. Best Bets: Ken Cinema, the Ken Club bar, Kensington Video, Ponce's Restaurant. Bus Route: 11.

3) Mission Hills

As you head west on Washington Street, Hillcrest turns into Mission Hills, and the area becomes more staid and low-key. Mission Hills is for the well-to-do. Best Bets: Mission Hills Nursery, Phil's BBQ. Bus Routes: 3, 908, 16.

4) University Heights

University Heights is located between Hillcrest and North Park. It is a mix of Craftsman bungalows and apartments. Its small retail area is at the north end of Park Blvd. where it turns into Adams Ave. Best Bets: Adams Avenue Grill, Twiggs Coffee House, Parkhouse Eatery, Trolley Park. Bus Routes: 1, 11, 15, 115, 990.

5) Normal Heights

Bookended on the west by University Heights and Kensington on the east, Normal Heights completes the Adams Avenue trifecta. Crowded, diverse apartment dwellings on the south side of Adams, quiet single-family homes on the north side. Best bets: The Ould Sod pub, Antique Row, Lestat's Coffee. Bus Routes: 2, 11/11A.

6) Golden Hill

With its once stately old mansions, quaint bungalows and apartment buildings, Golden Hill is enjoying a rejuvenation period. On the southeast end of Balboa Park, Golden Hill (and adjacent South Park) has some fine views of downtown and pockets of really cool neighborhoods, like Burlingame. Best Bets: Turf Supper Club, The Big Kitchen, M-Theory Records, South Park Bar and Grill. Bus Routes: 2, 6, 19.

7) North Park

The most sprawling of the urban neighborhoods, North Park is a hodgepodge. Cozy, tidy pockets of craftsman homes on the north edge of Balboa Park (hence the name), dense apartments, and the pre-interstate retail stretches of University Ave and El Cajon Blvd. define North Park. Best Bets: "downtown" North Park (30th & University), Red Fox Lounge, Chicken Pie Shop. Bus Routes: 1, 2, 6, 7, 908, 15, 19, 115.

8) City Heights

East of North Park is San Diego's true melting pot, City Heights. You can find a mixture of all different cultures. Drive down stretches of University Ave. and watch the storefront signs change from Spanish to Vietnamese to Ethiopian. It can be rough at times, but it's also the American Dream. Best Bets: any Asian market. Bus Routes: 1, 2, 6, 7, 908, 15, 19, 115.

9) Ocean Beach

O.B. is more like a town within the city. It has a little business district and a laid back neighborhood feel, albeit one steeped in the '60s and '70s. Ocean Beach has resisted gentrification, and for that it should be commended. Best Bets: The O.B. Pier, Dog Beach, Winston's. Bus Routes: 923, 35.

10) Little Italy

Little Italy has always been a neat ethnic enclave within downtown, but only in the past year or so has it become a "cool" neighborhood, thanks to the addition of new condo high-rises. Plus, the business district has been refurbished, including its own nifty street-spanning neighborhood sign. Best Bets: India Street, Mimmo's Italian Village, Indigo Grill, Filippi's. Bus Routes: 50, 150, 810, Trolley.

11) Clairemont Mesa

This neighborhood is popular for National University students and lovers of Asian restaurants. There are many houses in this neighborhood for people who can afford them but there are also some good apartments for rent. Best bets: Korea House, any Vietnamese restaurant. Bus Routes: 928, 20, 120, 27.

12) College Area

Here you will find college students from SDSU as well as a vibrant Vietnamese population. The further from the SDSU campus, the cheaper the apartments. You can also find roommates here to share a place with. Best bets: Effin's Pub, Amarin Thai. Bus Routes: 1, 15, 115, 955, 856, 14, 11.

13) La Jolla

One of the most expensive neighborhoods in San Diego, La Jolla boasts beautiful views of the ocean and unique architecture. Best bets: Jack's, Forever Fondue, The Living Room.

For more information on attractions and events in San Diego, visit the following websites:

EnterSanDiego: Guide to San Diego's restaurants, hotels, attractions, tours, golf course and nightlife.
www.EnterSanDiego.com

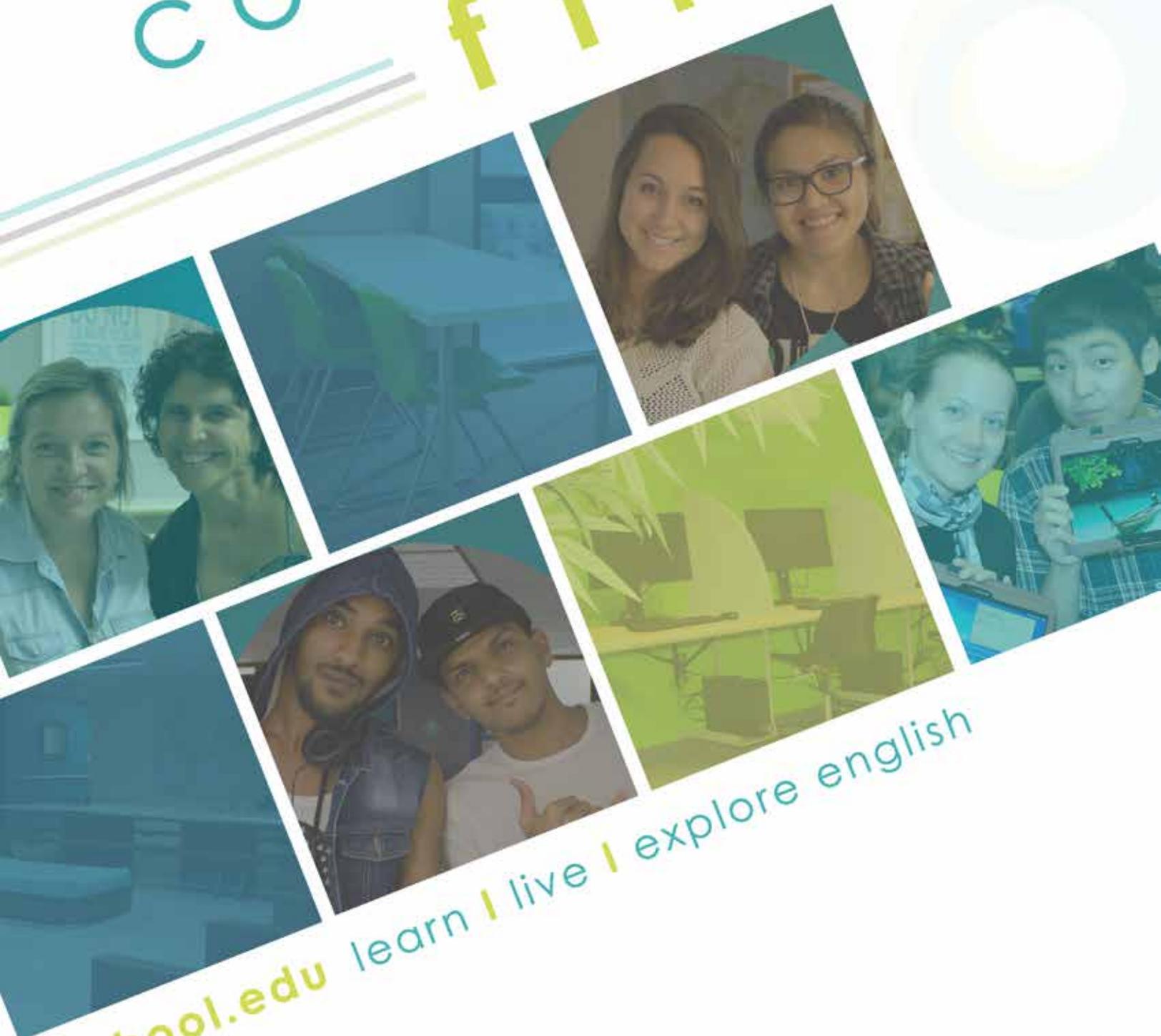
SanDiego.com: Provides local news, culture, hotels, dining, travel and event information in San Diego.
www.sandiego.com

InfoSanDiego.com: Guide to San Diego's attractions, entertainments, and discount tickets
www.infosandiego.com

San-Diego.US: Provides tourist information for visitors, including hotel, event calendar, attractions and many more.
www.san-diego.us

SignOnSanDiego: Find information on San Diego attractions, beaches, guides to restaurants, nightlife, entertainments and many more.
www.signonsandiego.com/visitorsguide

Students come first



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