



Q International School Catalog 2023

Table of Contents

A Special Message from the Executive Director	3
Life at Q International School	4
Our Mission.....	4
Accreditation and Affiliations	4
School Location and Facilities.....	5
Visa and Student Services.....	5
Accommodations Information.....	5
Faculty Qualifications	5
Admission Requirements.....	6
Federal and State Financial Aid/Repayment of Loans.....	6
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution	6
Student Tuition Recovery Fund	6
Job Placement.....	7
Cancellations and Refunds / Student’s Right to Cancel.....	8
Student Conduct.....	9
Grading Policy	9
Certificate of Completion	9
Academic Dishonesty and Plagiarism	9
Satisfactory Progress Policy.....	10
Attendance Policy.....	10
Leave of Absence and Vacation Policy	11
Copyright Policy	11
Student Records	11
Programs and Schedules	11
Tuition and Fees	14
Other Fees	15
Complaints.....	16



A Special Message from the Executive 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 will 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 us journey together into a challenging and exciting future.

Q International School is a private institution approved to operate by the California Bureau for Private Postsecondary 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.

All courses are provided at the following address:

Q International School
1770 Fourth Avenue,
San Diego, CA 92101

School contact information:

Phone: +1 (619) 450-2224
Fax: +1 (619) 324-7771
Email: info@qschool.edu
Website: <https://qschool.edu>

Sincerely,

Kieu Vo
Executive Director



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.

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 are looking for. If you also seek to live and learn in “America’s Finest City”, you have come to the right place!

Whether you are 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 is 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 and the Student Exchange Visitor Program (SEVP) 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

Q International School is in downtown San Diego. The school address is 1770 Fourth Avenue, San Diego, CA 92101. We are within walking distance to many city attractions and public transportation routes.

The campus is 3 stories tall. It includes 13 classrooms, a computer lab, office space for management and administrative personnel, two outdoor decks, an outdoor kitchen, and bathrooms.

Visa and Student Services

All students who wish to study as a full-time student at Q International School must obtain an F-1 student visa from their local U.S. Embassy before travelling to the U.S. Q International School is authorized to issue the Form I-20 to qualifying students for full-time study to apply for an F-1 student visa. Q International School has no responsibility for any participant's entry, exit, or status while traveling to, from, or within the US, and that all travel documents are the responsibility of the participant.

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.

Accommodations Information

Q International School does not own any housing facilities and is a non-residential program. However, we do provide placement service with homestay and independent Residence Clubs. They are located within 60 minutes away by public transportation from the school.

Faculty Qualifications

All Q International School instructors have earned, at a minimum, their bachelor degree plus either a TEFL or TESOL certificate. They must demonstrate the ability to plan and deliver high quality language lessons.

Admission Requirements

Q International School accepts students 13 years and older. In order to enroll, applicants must submit an Application Form, Evidence of Financial Support, Housing Reservation (optional), Copy of Passport, Application Fee, and Enrollment Agreement. In lieu of submitting a high school diploma or equivalent, students will take the Oxford University Press Placement Exam to determine language level on the orientation day.

Federal and State Financial Aid/Repayment of Loans

Q International School does not participate in federal or state financial aid programs. If a student personally obtains a loan, he or she will be responsible for repayment of the loan plus interest, less the amount of any refund.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Q International School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Q International School Certificate of Completion you earn in English is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Stafford House International to determine if your certificate will transfer.

Q International School does not accept credits transfer from other institutions. Students must take the placement test to determine language level on the orientation day.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.” In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the

Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Because of the short-term nature of studies at Q International School, Q International School students, as nonimmigrant students or tourists and their residence is overseas, do not have social security or taxpayer identification numbers.

Job Placement



Q International School is an ESL school. Our international students are not eligible for employment in the U.S. because they are nonimmigrant students or tourists and their residence is overseas. Upon completion of program, they do not go into jobs related to their English language training in the U.S.

Cancellations and Refunds / Student's Right to Cancel

A written notice of cancellation/withdrawal must be provided to Q International School as an intent to cancel/withdraw from the program in which the student has enrolled. Application fee, express mail fee, placement 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 due to violations of Q International School's written disciplinary or attendance policies are eligible for a refund.
- If you have been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks of Q International School), Q International School will automatically administratively withdraw you from the program and complete a refund calculation, processing any refunds to or on behalf of you.
- 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 fourteen 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.

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.

Certificate of Completion

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

Academic Dishonesty and 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.

Satisfactory Progress Policy

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).

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.

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.

Attendance Policy

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 (F-1 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. Students have access to check their attendance daily on Canvas.

If 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.

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.

The third and final time the student's cumulative attendance falls below 80%, he/she will receive the final notification and termination of enrollment.

Leave of Absence and Vacation 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.

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.

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 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.

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 counsellor.
- Completion of the advanced level in Q International School's Fundamental English 18 and Academic English programs fulfil the language entry requirements for our partner community colleges and universities:
 - Grossmont College
 - College of the Desert

Additional materials and equipment include:

- Q Skills Online Practice
- Text Prep Textbooks by Collins
- Headphones available

Additional learning resources:

- Access to computer lab

Programs that we offer:

- Fundamental English 16 (16 hours per week) (Level 99-112)
 - Students seeking a firm understanding of English basics will appreciate the lessons in this fast-paced course. An in-class experience designed for travellers at every English level. This course will improve your English while providing plenty of time for you to explore the city.
- Fundamental English 18 (18 hours per week) (Level 99-112)
 - The fundamental English program has dynamic and comprehensive courses designed for language learners to develop their English proficiency while providing a practical understanding of life in the United States.
- Academic English (24 hours per week) (Level 99-112)
 - Specifically developed to prepare students for higher education in the United States, this course provides English training for those who wish to advance their academic studies in an American college or university.
- Business English (24 hours per week) (1 level)
 - Professionals working in today's international business environment need to communicate confidently, accurately, and effectively in English.
- TOEFL Test Preparation (24 hours per week) (1 level)
 - The TOEFL program will give students the skills and confidence to earn high scores and prepare for university life.
- IELTS Test Preparation (24 hours per week) (1 level)
 - The IELTS program will give students the skills and confidence to earn high scores and prepare for university life.
- GRE Test Preparation (24 hours per week) (1 level)



- The GRE programs cover all components for GRE and GMAT preparation, including test-taking skills, analytical writing, mathematics and more.
- GMAT Test Preparation (24 hours per week) (1 level)
 - The GMAT programs cover all components for GRE and GMAT preparation, including test-taking skills, analytical writing, mathematics and more.

All programs include 16 hours of core classes. Electives and test preparation specified classes are included in the 18 to 24 hours programs.



Tuition and Fees

Program	Descriptions	1-12 weeks	13-23 weeks	24+ weeks	Material fee per session (Non-Refundable)
Vacation English	Best for Travelers <ul style="list-style-type: none"> • Part Time • Hours per week: 16 • Levels: Beginner to Advanced 	\$330	\$310	\$295	\$115
General English	Best for Everyday Communication <ul style="list-style-type: none"> • Full Time • Hours per week: 18 • Levels: Beginner to Advanced 	\$375	\$360	\$350	\$115
Academic English	Best for Higher Education Preparation <ul style="list-style-type: none"> • Full Time • Hours per week: 24 • Levels: Beginner to Advanced 	\$450	\$420	\$410	\$115
Test Preparation	Best for Test Takers of: TOEFL, IELTS, GRE, TOEIC <ul style="list-style-type: none"> • Part Time • Hours per week: 24 	\$450			Varies
Business English	Best for Business Professionals <ul style="list-style-type: none"> • Full Time • Hours per week: 24 • Levels: Intermediate and above 	\$450			Varies
Hybrid Online English	Best for Students who want Online and In-person Classes <ul style="list-style-type: none"> • Part Time : Online & In-person • Hours per week: 18 • Levels: Beginner to Advanced 	\$375	\$360	\$350	Varies
Private Lesson	<ul style="list-style-type: none"> • Part Time • Levels: Beginner to Advanced 	\$60-\$90 per hour depending on class			Varies
Group Lesson	Please contact our office for pricing				

Other Fees

Service	Fee
Application Fee *Non-Refundable	\$125
Homestay Placement Fee	\$250
Residence Placement Fee	\$250
Health Insurance for F-1 student	\$20-32/week
Homestay Fee Minor	\$550/week
Homestay Fee Adult	\$375 per week
Homestay deposit	\$500
Residence Club	varies depending on location
Minor Supervision Fee <small>*Minor : student 17 years + under.</small>	\$125 per student per month
Express Mail Fee (domestic)	\$75
Express Mail Fee (International)	\$150
Aiport Pick Up SAN	\$90
Aiport Pick Up LAX	\$450
Technology Fee	\$50 per session
Student Health Insurance	varies depending on age

Complaints

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 submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a) Name and location of the ACCET institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
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

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 or 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.