



EF International Language Campus		03958
Name of Institution		Institution Number
Dismissal Policy	June 1, 2019	May 16, 2024
Name of Policy	Effective Date	Revision Date

Dismissal Policy – Canada

EF Education First students must adhere to the Code of Conduct as stated in the Student Handbook which you received prior to arrival and below:

The opportunity to participate in this academic community requires individual responsibilities. By choosing to come to EF, you, the student, indicate knowledge and acceptance of the responsibilities outlined in this document.

There are three general guiding principles for EF's Community Standards:

1. Respect for Academic Integrity
2. Respect for People
3. Respect for Property

Students that violate the code of conduct will be progressively disciplined (1st warning, 2nd warning, final warning, dismissal)

Disciplinary action may include, but is not limited to, mandatory meetings with EF staff, warning letters sent to the student's sales office or legal guardian, community service, fines, loss of campus privileges, loss of EF accommodation or expulsion from EF (at the student's own expense).

Drugs

The possession, use, distribution, or sale of drugs is illegal. Any student found in possession of drugs on EF property or in EF affiliated accommodation will be subject to disciplinary action which may include referral to the police and/or expulsion from the EF program. Possession of drug paraphernalia is not allowed on campus or in EF affiliated accommodation and will be considered a violation and subject to EF Disciplinary Procedures.

Alcohol/THC Edibles & Smoking/Vaping

Alcohol is not allowed anywhere on campus. The legal age for drinking alcohol or consuming cannabis in Canada is 19. It is against the law for anyone under the age of 19 to purchase or consume alcohol, cigarettes or marijuana. It is also illegal as an adult to purchase alcohol, cannabis or cigarettes for anyone under the age of 19. The province also prohibits drinking in most public areas or in places where there is no alcohol permit.



Generally, it is against the law to drink alcohol in public areas, although different cities can have different laws and, **in every scenario, the law supersedes the EF Code of Conduct**. Drinking or smoking on campus will be considered a violation and subject to EF Disciplinary Procedures.

Firearms & Explosives

Possession and use of firearms (real or imitation), high velocity projectile devices (i.e., paintball guns or BB guns), ammunition, or explosives (i.e., firecrackers) is strictly prohibited. Any student found violating this rule will be expelled and sent back to their home country.

Sexual Misconduct/Unlawful Sex

All forms of sexual misconduct as outlined in the Sexual Misconduct Policy will be subject to EF Disciplinary Procedures.

Quiet Hours/Curfew

An atmosphere of mutual respect and consideration must be maintained 24 hours a day. Quiet Hours will be strictly enforced at the residences and host families. The national standard in Canada and which is regulated by municipal governments and landlords is 11:00pm Sunday to Thursday and 12:00am on Fridays-Saturdays. Violation of the Quiet Hours/Curfew policies will be considered a violation and subject to EF Disciplinary Procedures.

Damage

The destruction, vandalism or theft of property owned by EF on campus or the residences, such as furniture, books, carpeting, telephones, walls etc., are prohibited. Students responsible for such damage will be required to pay for the loss and/or damage and will be subject to EF Disciplinary Procedures.

Smoke Detectors

Smoke detectors are located throughout the campus. Any student found to have removed or tampered with smoke detectors may be subject to EF disciplinary action, state and local fines, and/or replacement fees. Any student who knowingly fails to report damaged or missing smoke detectors may also be subject to disciplinary action. When a fire alarm sounds, everyone must leave the building immediately, regardless of time of day or weather conditions. Only pull a fire alarm if there is a fire. Any student found violating the fire alarm policy may be subject to disciplinary action up to and including fines and immediate expulsion from EF.

Academic Dishonesty

This means a deliberate attempt to falsify, fabricate or tamper with data, information or records. Academic dishonesty will not be tolerated. This includes, but is not limited to, plagiarism, cheating or tampering with student records. Academic dishonesty will be subject to EF Disciplinary Procedures.

Behaviour

Mutual respect is an essential aspect of this environment. Students may not engage in any behaviour that emotionally or physically harms any person or group. Racism, fighting and harassment will not be tolerated. Any student who assaults another person will be expelled from the EF program. The use of social media or technology (including audio or video recording or any other technology) to violate the privacy, bully, embarrass or otherwise harm another student, staff member or faculty member is prohibited and subject to



EF Disciplinary Procedures. Any physical or verbal harassment towards EF Vancouver personnel will not be tolerated and will be dealt with accordingly by the school management team and subject to EF Disciplinary Procedures.

Dismissal Procedure:

1. A verbal warning by a member of EF's staff.
2. A first written warning combined with a meeting with the School Director, Housing Director, Director of Student Services, Academic Director or the appropriate member of staff not previously listed. The warning letter will be signed and acknowledged and be sent by e-mail to the student's sales office and/or legal guardian.
3. A second written warning combined with a meeting with the School Director, Housing Director, Director of Student Services, Academic Director or the appropriate member of staff not previously listed. The warning letter will be signed and acknowledged and be sent by e-mail to the student's sales office and/or legal guardian.
4. A final written warning combined with a meeting with the School Director, Housing Director, Director of Student Services, Academic Director or the appropriate member of staff not previously listed. The warning letter will be signed and acknowledged and be sent by e-mail to the student's sales office and/or legal guardian.
5. Dismissal. A student will receive a letter of dismissal and be asked to follow all procedures as stipulated within the guidelines of the letter.

If a student is due a refund under the refund policy then EF will adhere to the stipulations thereof and send a refund within 30 days of the dismissal.

EF reserves the right to immediately dismiss a student with immediate effect if it is determined that they pose a danger to others or breaks Canadian Law.

This institution is certified by the Private Training Institutions Branch (PTIB). Certified institutions must comply with regulatory requirements, including the requirement to have a Dismissal policy.

For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.