



EF International Language Campus

03958

Name of Institution

Institution Number

Attendance Policy

June 1, 2019

February 16, 2024

Name of Policy

Effective Date

Revision Date

Attendance Policy - Canada

1. All students are expected to attend class **100%** of the time.
2. Students must have at least **80% total attendance/85% in the University Pathways (UP) program**. Students must maintain 80% total attendance to receive an EF Certificate. In addition, to receive an “in good standing” transfer to any other language school, university, or college in the region during or after the EF course, students must have at least 80% attendance. Note that UP students must remain in good standing in order to partake in college counseling sessions, per UP Student Contract.
3. The required 80%/85% attendance includes attendance in all scheduled classes.
4. If a student is 10 minutes late, he/she is marked absent. Leaving the classroom for more than 20 minutes will also result in an absence for that block, as will an early departure of 10 minutes or more. In extreme cases, if a student is being particularly disrespectful or disruptive, he or she may be asked to leave the class, which would result in an absence.
5. **Absences:**

Students must comply with attendance policies. Attendance percentages can be accessed via Campus Connect with student’s login and students whose attendance falls below 80% will receive a warning letter through email or through a meeting with the Academic Director or School Director. Students are responsible for checking their email and reporting to EF staff for all scheduled meetings. Warning letters sent via email are valid and students must adhere to the requirements set forth in them. The student’s EF home office/sales will also be notified. Warning letters go out periodically, but students are still responsible for maintaining 80% attendance, regardless of whether they have received a warning or not.

A required 80% attendance/85% UP rate permits students to miss 20%/15% of classes. That means that students are expected to manage their attendance, including unplanned absences, such as:

- Illness that leads to a hospital stay (documented)
- Family crisis/death in the family (documented)
- International TOEFL test or Cambridge exam (academic activity)
- Job interviews (work permit and working holiday visa holders only)
- Temporary illness
- Medical appointments
- Parent/family visits
- Court visits
- Embassy visits
- Depression
- Community service
- Job commitments (work permit and working holiday visa holders only)
- Accompanying friends on any of the above

In other words, there are no excused absences at EF and no makeup work. In case of prolonged, serious illness or emergency home visits, students may apply for a reduced course load or leave of absence with the administrative staff.

How to report an absence:

Students may report an absence by emailing the Academic Director prior to the start of the class. All contact details are in the Student Handbook and posted in the school.

When emailing the school please include the following information:

1. Your full name
2. Your student ID number
3. Reasons for the absence
4. Any documents that you feel the school needs to be aware of
5. Date of the absence (if it is not the same day as the email)

EF will acknowledge and respond to your email in a timely fashion.

Please note: The Academic Director together with the School Director will determine on a case-by-case basis if the situation merits a reduced course load or leave of absence. Requests for materials from in-class work may be done by emailing the teacher and the Academic Director. However, this will not constitute make-up work or be the equivalent of an attended class.

Attendance is monitored daily. It is important to maintain overall high attendance at all times, so that if a student must miss class for one of the above situations, the student will still be in good standing with over 80% attendance.

If students fail to return to the residence or host family or do not attend class for 24 hours (juniors)/48 hours regardless of their current attendance status, this must be reported to the School Director or

administrative office. As a safety precaution, special procedures are in place for students with a consecutive absence of 24-48 hours.

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| First warning: | When a student's attendance falls below a total of 80%, the student will receive an email or written warning and/or a meeting notice from the Academic Director or School Director. |
| Second warning: | If attendance has not increased after two weeks, a second notice will be sent, and the student will meet with school staff. |
| Third warning: | If the problem continues for two weeks after the second warning, the student will receive a Final Warning Letter. |
| Final Disposition: | If a student continues to have poor attendance, the student may be expelled. |

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

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