



EF International Language Campus

Name of Institution

03958

Institution Number

Distribution of Materials Policy

Name of Policy

June 1, 2019

Effective Date

March 5, 2024

Revision Date

Distribution of Materials Policy

1. All students will receive the following on their first day of class:
 - a. A course book and/or class materials not limited to physical materials and online codes for e-books or additional online study materials.
 - b. A copy of the syllabus for the class that includes the following:
 - i. Course Description
 - ii. Grading Criteria
 - iii. Satisfactory Academic Policy (SAP)
 - iv. Materials
 - v. Weekly Class Outline
 - vi. Assessment Expectations
 - vii. Attendance Policy
 - viii. Maintaining the Classroom Environment Policy
 - ix. Participation Expectations
 - x. Weekly Workload
 - xi. Academic Integrity Policy
2. A student may not request materials prior to the first day of class.
3. If a student does not receive the materials on the first day, they may make a request to Academic Director to be sent the materials via e-mail by the start of their second day of classes.

Course Outlines and Syllabi are posted on the Academic noticeboards in the school for students to peruse at their leisure.

All materials are for single student use only and may not be distributed without the prior consent of the Academic Director and/or the School Director for any purpose.

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

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

Revised March 2024