



<u>EF International Language Campus</u>	<u>03958</u>	
Name of Institution	Institution Number	
<u>Dismissal Policy</u>	<u>June 1, 2019</u>	<u>February 15, 2024</u>
Name of Policy	Effective Date	Revision Date

Dismissal Policy

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).

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.