



Code of conduct Residences
EF Vancouver Island

Community Standards & Disciplinary Procedures for Students
EF International Language Schools
Residence Code of Conduct

Read through the following rules carefully. **You are responsible for following them during your stay here. Consider this your first warning.** If you have difficulty understanding these rules, please ask an EF staff member for an explanation. Individuals may be required to leave EF at their own expense, subject to fine/or other disciplinary action(s) if these rules are broken.

The opportunity to participate in this academic community requires individual responsibilities. By choosing to come to EF, you indicate knowledge and acceptance of the responsibilities outlined in this document. Three general principles guide EF's Community Standards:

- Respect for Academic Integrity
- Respect for People
- Respect for Property

Should the rules and responsibilities outlined in this document not be adhered to the following progressive discipline schedule will be followed:

Rule violation	Disciplinary action
1 st offense	\$50 fine, conference with Housing Manager, and a written warning letter and letter to sales office. <i>Additional community service may be assigned.</i>
2 nd offense	\$150 fine conference with Housing Manager, 2 nd written warning letter, and letter to sales office. <i>Additional community service may be assigned.</i>
3 rd offense	\$300 fine conference with School Director, and final warning letter. May result in loss of EF accommodation or expulsion from program. <i>Additional community service may be assigned.</i>

All disciplinary actions are subject to the discretion of the Housing Manager or School Director and can be altered as they see fit. Punishments can be changed or increased according to individual conference results. Even as a first offense, a serious violation of EF policy could result in immediate expulsion from EF accommodations and/or program.

Personal Conduct

Residents are always expected to conduct themselves in a respectable manner.

Alcohol & Cannabis

The legal age in Victoria, BC is 19 years for both Alcohol & Cannabis. There is no consumption of alcohol or cannabis allowed at the residence at any time. Alcohol & cannabis consumption in a public setting is illegal. We do not allow any forms of alcohol or cannabis in on our school premises.

Parties

Parties are NOT allowed at any time.

Academics

Students are required to attend 80% of their classes to stay in visa status. Students may be asked to leave the program if they do not meet their attendance requirement. Classes start as scheduled, and if a student is late for class he/she will be marked absent. Students move levels at the teacher's discretion. English must be spoken at **all times** during class.



Drugs

The possession, use, distribution or sale of drugs is illegal in the Canada. Any student found in possession of illegal drugs (including medical marijuana) on EF property or in EF host family will be immediately expelled from the EF program. Any evidence of drug use is considered a violation. **Even if you are not participating, if you are found in a room where students are or were using you will be held accountable as though you too were participating.**

If a resident is suspected of using drugs within the building, they will automatically subject themselves and their property to a search. A resident's property may be seized as evidence and handed over to the appropriate authorities. In this case, staff will contact the proper personnel to witness the search and ensure the resident's rights. Violation may result in immediate expulsion.

Smoking, Hot Plates & Open Flame

Smoking is a serious fire hazard. The legal age for smoking in Canada is 19. Students may be required to show identification in order to purchase cigarettes. Smoking is prohibited inside rooms, as are hotplates candles, incense or any other open flame (BBQs). The patio downstairs and rooftop has been designated for smoking areas.

Any evidence of smoking, hot plates or open flame is considered a serious violation. **Any evidence of smoking inside a room (cigarette butts, ashtrays or smell) or on the suite patio will come with an automatic CAD \$200.00 fine.**

Firearms & Explosives

Possession of firearms, ammunition, and explosives (firecrackers) is strictly prohibited. Any student found in possession of these items will be expelled from the EF program.

Behavior

Mutual respect is an essential aspect of the EF Community. Please be aware that your roommate, family members and other students, as well as all staff at our school campus are included in the EF community. Students may not engage in any behavior that emotionally or physically harms any person or group. **Racism, fighting and harassment will not be tolerated, as well as disrespecting any staff members verbally. Any student who assaults another person will be expelled from the EF program.**

Quiet Hours

An atmosphere of mutual respect and consideration must be maintained 24 hours a day. All students are required to be quiet during these hours:

10:30pm until 6:30am

Quiet hours will be strictly enforced. Congregation on balconies during Quiet Hours is not permitted. Students who violate the quiet hour rule will receive a formal warning. Please try to use headphones to play music, if possible.

Theft

All forms of theft are illegal in Canada. Please be aware that anyone caught stealing will be interrogated by police and may be expelled from the EF program. **EF and building managers shall not be liable for the damage, theft or loss of the personal property of students or their guests.** Students are advised to keep their doors locked at all times. You will be allocated a code to your door. Residents are not allowed to share the code with any persons.

Damage

The destruction or theft of property owned by EF or Brookes, such as furniture, books, carpeting, TVs, etc., is prohibited. Students responsible for such damage will be required to pay for the loss and/or damage and may be expelled from the EF program. Damages discovered after departure will be automatically billed to the occupant's home. **Beware: If no one claims responsibility, the cost of repair will be split equally among the residents of the room.**

All Furnishings and appliances are not to be removed from the suite. Residents are responsible for the maintenance of furnishings and appliances and are liable for damages.

Provided cooking and electrical appliances are supposed to be shared with all residents in the same suite.

Residents are reminded of cleaning the cooking appliances and the sink before leaving.

Furniture & Appliances

Outside furniture is not permitted in the apartments. Any non-EF items will be removed and not returned. The cost of removal will be charged to the students. This includes, but is not limited to, items such as hot plates, sofas, dressers, etc. If you purchase any of these items, it must be approved by the housing office before being placed in the apartment and removed at your own expense when you depart. If you need something new or replaced, you must contact the residence office.



Unattended Cooking

Residents must be in attendance at all times while cooking or preparing food. Cooking appliances can only be used in designated areas.

Garbage and food disposal

Residents are requested to dispose of waste garbage and recycling items properly. This will not fall under the responsibility of weekly housekeeping.

The Instructions regarding waste garbage and recycling will be given upon check in.

Pets or animals

No pets or animals are allowed in the suites.

Fire Alarms

Fire alarms help ensure safety. **When a fire alarm sounds, everyone must leave the building immediately, regardless of time of day or weather conditions. Only pull an alarm if there is a fire.** Any student found violating the Fire Alarm Policy will lose their EF accommodation or be immediately expelled from EF.

Unlawful Sex

In Canada, it is against the law to have sex with someone under the age of 16, even if both people agree to have sex. "No Means No": If you have any reason to believe the person you are with is not willing to have sex with you, you must walk away. If you yourself feel threatened, it is very important to yell, scream and call for help.

Guest Sign-in Policy

Residents are responsible for the conduct and actions of guests. The residents are responsible for informing guests of the rules and regulations and ensuring that the guest(s) are not interfering with the privacy of other residents.

All guests must be accompanied by a resident and no more than 2 guests are allowed to visit at a time. The guests cannot access a shared room without the other occupant's consent. Parties are not allowed in the building. If you refuse to cooperate with staff, you may be removed from the residence as soon as it is reported to the Housing Manager/School Director at EF. **No overnight guests are allowed at any time. Visiting guests and non-residents must leave the building by 11:00pm. If you are caught with a registered guest after 11:00pm, you will be charged \$100.00 and receive an official warning letter which will go on your record.**

Room Departure

Students must properly clean their room, and you must inform EF or residence staff of your departure. A final room check must be completed before departure.

Students must check out by noon. Extra nights must be arranged in advance through the EF housing office. All outstanding student bills must be settled with the residence before checkout. Students are responsible for knowing their check out date. **Any student found overstaying their paid dates will be immediately banned from EF and fined for the extra time.**

Cleaning

Weekly housekeeping will be provided by building management, but services will only be covered for common areas. Residents are required to maintain our property in a tidy and organized manner. Violations may be subject to a cleaning fee of minimum \$250 plus tax to the resident's account. Students are responsible for keeping their own rooms clean. **Any excess cleaning will be charged to the student as an additional housekeeping fee (\$50).**

Additional Housekeeping Fee

Additional housekeeping fee (\$50) will be levied for anyone who requests a room transfer for whatever reason.

Room Assignments

Room assignments are made prior to students' arrival. Roommates are assigned based on gender, age, and home country. Room changes take place on weekends and may only be arranged through the Housing Department and Guest Services staff at our residences. Any request to change room or apartment will be subject to availability and will be charged an additional \$50 cleaning fee. **The penalty for unauthorized room changes is \$100.00.**

Room Inspections

EF Staff and Brookes Academy staff are authorized to check students' rooms at any given time on a regular basis. Visits may occur at any time. **EF and Brookes Academy staff are inspecting for the following:**



- Evidence of cigarette smoking in the rooms or patios
- Excessive alcohol bottles indicating parties are being held
- Drugs
- Excessive dirtiness
- Damages
- Unregistered Guests

If any of the above are found in the rooms, students will either receive a fine along with an official offense and/or immediate removal from the residence and depending on the severity of offence, may be expelled from EF as well.

Any damages will be the responsibility of the resident, and the amount for damages will be taken from the students' damage deposit. In order to provide all our residents with a peaceful and comfortable environment, the building management has the right to expel residents from our property based upon reasonable grounds and repeated warnings.

To ensure the above regulations and responsibilities are binding by the responsible party, we will require residents to signify their acceptance by signing and returning a copy of this document to the building as part of the contract.

This agreement releases **EF International Language Campus and/or Brookes Academy** from any and all liability relating to injuries and damages that may occur within **Brookes Academy located at 1939 Sooke Rd, Victoria, BC V9B 1W2**. By signing this agreement, I agree to hold **EF International Language Campuses and/or Brookes Academy** entirely free from any and all liability, including but not limited to financial responsibility for injuries and damages incurred, regardless of whether injuries and damages are caused by negligence.

Acknowledgement of Receipt of Door Code Access

By signing below, you acknowledge that Brookes Academy has provided you with an access code for the building. You are responsible for keeping this access code private and confidential.

By signing below, I forfeit all rights to bring a suit against **EF International Language Campus and or/Brookes Academy** for any reason.

Please understand that a serious first offense of any Community Standard will result in immediate termination of EF accommodation and/or the EF program.

Residence Community Standards

**Please print and sign your name below stating that you understand our community standards and disciplinary procedures.
Return this portion of to EF staff.**

Name: _____

Print

Signature

Date: _____

(month – day - year)

For office only:

Date of Arrival: _____ Time of Arrival: _____ Checked in by: _____

Date of Departure: _____ Time of Departure: _____ Room inspection by: _____