



## ELS SMOKING POLICY CONTRACT

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ELS Language Centers is dedicated to providing a safe, secure and healthy learning environment for all of its students, employees and visitors. In doing so, ELS fully supports and complies with all applicable laws and ordinances, as well as host institution and building policies that govern smoking.

All ELS students must follow the smoking policies at the Language Center and host institution they attend or visit. Specific smoking policies are available at each Center. ELS Language Centers has established the following procedures for students to address violations of smoking policies.

**1<sup>st</sup> OFFENSE:** You will be verbally reminded and this warning will be documented in your student file.

**2<sup>nd</sup> OFFENSE:** You will be given a written warning for violating the smoking policy. Your sponsoring agency or your agent will be notified. The letter will be included in your student file.

**3<sup>rd</sup> OFFENSE:** You will be given an ELS Expulsion Letter which will instruct you to either transfer to another school or return to your country immediately. You will not be allowed to continue your studies at your current ELS Language nor will you be able to return to your current Center or any other ELS Language Center. The ELS Expulsion Letter will be included in your student file.

By signing this document, you agree to abide to the smoking rules on the campus or building and the ELS Smoking Policy and accept the disciplinary policy described above.

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STUDENT'S NAME (please print clearly)

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SIGNATURE

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DATE