

# **Student Handbook Template**

Welcome to our TEFL school! To help you make the most of your time here, we've put together this Student Handbook. Please read it carefully and keep it handy for reference.

## **Introduction**

- Welcome message from the school administration
- Overview of the school and its mission
- School policies and expectations

## **Academic Information**

- Course description and schedules
- Grading policies and academic expectations
- Academic support services
- Attendance policies and procedures

## **Student Services**

- Housing options and information
- Transportation options and information
- Health and safety information
- Campus facilities and resources
- Student clubs and organizations

## **Code of Conduct**

- School policies on academic integrity, behaviour, and dress
- Consequences for policy violations
- Grievance and complaint procedures

## **General Information**

- Calendar of important dates and events
- Frequently asked questions
- Contact information for key school personnel
- Useful resources for living and studying in the local area

We hope this Student Handbook is helpful to you as you navigate your time at our TEFL school. If you have any questions or concerns, please don't hesitate to reach out to us.