



Leeds English  
Language School

### **Postponing a course, late arrival on a course**

Courses start on any Monday, or on a Tuesday in the case of a public/bank holiday. The school expects students to arrive on the day that they have booked a course to start, and if delayed, to contact the school with a new arrival date at least one week in advance.

We understand that you may be delayed due to your visa or Embassy/sponsorship procedures which can result in more serious delays. The school must be contacted with any information and kept up to date with all information which relates to your travel, sponsorship or visa.

Students may be allowed to postpone if there is space available. A course extension is granted in cases where the student informs us in writing of a delay at least one week in advance. If we do not have a place available on the new course dates and the student has given one week's notice a refund will be given less an administration fee of £100. Course fees are not refunded if a student arrives late for a course and chooses not to extend.

If students arrive late and do not contact the school beforehand we cannot guarantee that a place on the course will be available.