Student leaving course early policy

Leeds English Language School understands that some students wish to leave their course earlier than scheduled for a variety of reasons; for example, to join a university pre-sessional course or due to an emergency. The school aims to be flexible but also must manage resources and staffing levels.

We STRONGLY RECOMMEND that students take out insurance prior to arrival.
How can I leave my course early?

The school requires 2 weeks' notice from students who wish to leave the school earlier than expected. You must put your request in writing and attach any flight details, new offers, medical evidence or any other documents to show reason for leaving.

Will I get a refund?
Students who wish to withdraw from a course should put their request for a refund in writing

The school Management will look at your request and your reasons for leaving early. Only then will the school process any claims for refunds.
Refunds are only given for the remaining course fees after the 2 week notice period in cases where the school management consider the request to leave to be reasonable. There will be at least a 25% cancellation fee in all circumstances, without exception. Any discounts on tuition fees will become null and void and you will be charged the full price for the weeks that you have attended the course.

When you apply and pay for a course you are expected to complete that course as indicated in your offer letter. All refunds are given in good faith and the school has the right to refuse any request.
Students who leave to go to another language school (not a University) and do not give the required notice will be expected to pay for the 2 weeks before any certificates or reports are issued.

Visa Nationals
- Students who are visa nationals and leave the school must provide: An offer letter from another registered educational institution to prove they are continuing their study in the UK or flight details showing their intention to return home.