



Leeds English Language School

Student Holiday Policy

Leeds English Language School understands that long-term students may wish to take a break from their course to visit family or for other reasons.

FAQs

When can I take a holiday?

The school closes for 2 weeks at Christmas and also on bank holidays (for exact dates, see <https://www.gov.uk/bank-holidays>). Students may want to take extra holiday during their studies. Holidays that have been agreed in advance will not be charged. If a holiday request is accepted you will be issued with a letter from the school.

How do I book a holiday?

You must give 2 weeks' notice and complete a holiday request form. If it is agreed you will receive a letter that is signed by the Student Services Manager or the Director of Studies.

How much holiday can I take?

This is at the discretion of the managers and will depend on the circumstances. Holidays might not be granted for students who are falling behind in their studies or if they have a low attendance rate.

Will I get a refund for my holiday?

The school policy is to extend your course end date. Refunds may be considered in exceptional circumstances. If you want to request a refund you will need to put this in writing. If the 2 weeks required notice has not been given then tuition fees will not be refunded.

What happens if my holiday is not approved?

You will be marked as absent which will affect your attendance percentage and you will pay for the weeks you have taken as unauthorised holiday. You will not be able to add extra weeks to the end of your course. If you are a sponsored student, your Embassy will be informed.

Will a holiday affect my studies?

If your teachers feel that you are missing a large amount of the course content you may be asked to repeat your current level. If an extended holiday is taken, students may be required to take a level test again upon re-joining the school.