



Leeds English
Language School

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-session course or due to an emergency. The school aims to be flexible but also must manage resources and staffing levels.

Students who want to leave the course early must complete the school's online form giving the reasons for leaving, and supply a copy of a new university offer, flight details, medical report or other evidence.

The school management will look at your request and your reasons for leaving early. Only then will the school process any claims for refunds. If a refund is agreed there will be a 25% cancellation fee on all tuition fees in all circumstances, without exception. If your course has been discounted because of the number of weeks, any discounts on tuition fees will become null and void and you will be charged the normal 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) will not be eligible for a refund.

We STRONGLY RECOMMEND that students take out insurance prior to arrival.