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, students will be issued with a letter from the school.

How do I book a holiday?
Students must give 2 weeks' notice and complete a holiday request form. If it is agreed, students 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 a student wants to request a refund, they will need to put this in writing. If the 2 weeks required notice has not been given, then tuition fees will not be refunded, nor will their course be extended without further payment.

What happens if my holiday is not approved?
Students will be marked as absent which will affect their attendance percentage and they will be required to pay for the weeks they have taken as unauthorised holiday. Students will not be able to add extra weeks to the end of your course. In the case of sponsored students, their Embassy will be informed.

Will a holiday affect my studies?
If teachers feel that their student is missing a large amount of the course content, they may be asked to repeat their current level. If an extended holiday is taken, students may be required to take a level test again upon re-joining the school.