



Moving level, class or site policy

Leeds English Language School understands that students may wish to move class, level or site for a number of reasons, such as the level of the class being too easy or too difficult, or having a preference for one site or for being with friends. The school takes all cases on an individual basis. When classes are formed, consideration is given, wherever possible, to the nationality mix, number of men and women, and the relative strengths and weaknesses of individual learners.

Moving level

If you wish to change class because you think the level is too easy or too difficult:

- Speak to your teacher first
- Speak to one of the academic team (Director of Studies or Assistant Director of Studies)
- You will be asked to complete a [Change of Class Request](#)
- The Director of Studies will speak to your teacher about the request, and will also check any test results available (placement test, progress tests, mid- and end-of-course assessments)
- The Director of Studies will speak to you about the decision
- We may ask you to take a test of your level of English to see how much of your current course you have mastered

Moving class or site

If you wish to change class for another reason, such as a preference for one site or for studying with friends:

- Speak to one of the academic team and explain why you wish to move class
- You will be asked to complete a [Change of Class Request](#)
- Your request will be discussed with the management team
- The Director of Studies will speak to you about the decision



**Leeds English
Language School**
Effective Learning

Moving between General English and IELTS Preparation classes

If you are studying in an IELTS preparation class and decide that you want to move back to a General English class, or vice versa:

- Speak to the Director of Studies or Assistant Director of Studies and explain why you wish to move class
- You will be asked to complete a [Change of Class Request](#)
- Your request will be discussed with the management team
- The Director of Studies will speak to you about the decision

In most instances where you have requested to move level mid-term, or between General English and IELTS preparation, you will be required to pay for a new coursebook.