



# Student holiday policy

Leeds English Language School understands that long-term students may wish to take a break from their studies 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>). You may wish to take an extra holiday during your 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 Academic Manager.

### **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 if you are falling behind in your studies or if you 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 wish to request a refund, you will need to put this in writing. If the required 2 weeks' notice has not been given, then tuition fees will not be refunded, nor will the course be extended without further payment.

### **What happens if my holiday is not approved?**

You will be marked as absent, which will affect your attendance percentage, and you will be required to pay for the weeks you have taken as an unauthorised holiday. You will not be able to add extra weeks to the end of your course. In the case of sponsored students, the 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 continue at your current level. If an extended holiday is taken, you may be required to take a level test again upon re-joining the school.