

## Holiday Policy for Students

inlingua Leeds understands that **long-term** students may wish to take a break from their course, for example, to visit family. However, all inlingua Leeds courses come to set holiday times and students must understand they are here to study, not to have holidays.

### Existent holidays and holiday requests

The school closes for 1-2 weeks at Christmas, Good Friday and Easter Monday bank holidays at Easter, one day for Eid, plus all bank holidays, except the final bank holiday in August, owing to summer bookings. Details around holidays and school closures can be found on the website.

Students on General English or Exam Preparation courses with continuous enrolment can take some extra holiday if it is necessary. Holidays that have been agreed in **advance** will not be charged.

Students on university preparation courses with set start and finish dates cannot take extra holiday.

### Holiday allowance

Long term English language students may take one extra week as holiday for every 3 months studied if their attendance is above 85% and their progress will not suffer as a result of the holiday. inlingua Leeds management reserve the right to refuse a student's holiday request if it is believed that this criterion has not been met. Management have the final say over any holiday requests.

### Notice

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 inlingua Leeds management. If it is refused, you will receive a written notice detailing the reason for this refusal. If you are unsatisfied with the decision, you can contest the decision in writing, and it will be dealt with as detailed in our Complaints Policy and reviewed. However, inlingua Leeds management may choose not to overturn their original decision.

### Fees during holiday periods

Course fees are not refunded for holiday periods. Refunds may be considered if the holiday is booked in advance of the course. If you want to request a refund, you will need to put this in writing and your request will be passed to the inlingua Leeds management. inlingua Leeds has the right to refuse the request.

If a refund is not possible, inlingua Leeds management may consider a course extension instead. However, if this is not possible, you must pay for your course during your holiday.

### Unauthorised holiday

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Management

You will be marked as absent which will affect your attendance percentage and you will be charged for the weeks you have taken as unauthorised holiday. Any attendance issues will be passed on to relevant parties like sponsors.

It is important to keep holiday time during your course to a minimum to ensure that you are not missing vital class time. If your teachers feel that you are missing a large amount of the course content, you may be asked to repeat your current level or be tested again on your return. Any decisions will be taken in agreement between inlingua Leeds management and the teachers, and will be final.