

## Leaving an inlingua Leeds course Policy

### General English and Exam Preparation

inlingua Leeds understands that some students wish to leave their English language course earlier than scheduled for a variety of reasons; for example, to join a university pre-sessional course or due to an emergency. The College aims to be flexible but also must manage resources and staffing levels. Please read our Cancellations and Refund Policy for more information.

We strongly recommend that students take out insurance prior to arrival.

### Notice

The College requires 2 weeks' notice from students who wish to leave the College earlier than expected. You must put your request in writing and attach any flight details, new offers, medical evidence or any other documents to show reason for leaving. inlingua Leeds management will then come to a final decision on further action.

### Refunds

Students who wish to withdraw from a course should put their request for a refund in writing. Please see our Cancellation and Refund Policy for more details.

The College management will look at your request and your reasons for leaving early. Only then will the College process any claims for refunds.

Refunds are only given for the remaining course fees after the 2-week notice period in cases where the College management consider the request to leave to be reasonable. Any discounts on tuition fees will be cancelled and you will be charged the full 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 College has the right to refuse any request.

Students who leave to go to another language school and do not give the required notice will be expected to pay for the 2 weeks before any certificates or reports are issued.

Students who leave to attend a university course (either a subject course or a pre-sessional) will still need to give the expected 2-week minimum notice. This does not include any private institutions that are associated with universities and leaving to attend these would be treated the same as the policy for a language school.

### University preparation courses

Students who leave a university preparation course for any reason will not be able to get a refund and will not be able to graduate from this course. They will receive a fail.

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Management

inlingua Leeds cannot award certificates for incomplete courses.

Leaving a course temporarily at short notice

Students may not attend up to 20% of the course (please see the Attendance Policy for more information). However, periods of absence due to accident, sickness or other emergencies are not refundable under any circumstances. inlingua Leeds seeks to be understanding in all situations, and will provide support where possible.

In certain circumstances, an extension to course dates maybe applied if a course is continuous enrolment. For set date courses, this is not possible. Students are strongly advised to take out insurance to cover any eventualities.

In order to confirm an authorised medical absence, students will need to provide a doctor's note as soon as possible. In other circumstances, it will be at the discretion of the school management to request proof of absence and the time in which this should be presented. Management retain the right to query or reject any reasons or proof as they see fit.

Students on set date courses who need to leave the course temporarily for an emergency and have proof may be allowed to leave, but they will be responsible for catching up with missed work and it may not be possible for inlingua Leeds to delay their exam dates. Students do not attend at their own risk.

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