

Learner leaving policy

Yorkshire English School understands that some learners wish to leave their course earlier than scheduled for a variety of reasons; for example, to join a university pre-session course or due to an emergency. The school aims to be flexible but also must manage resources and staffing levels.

We STRONGLY RECOMMEND that learners take out insurance prior to arrival.

How can learners leave the course early?

The school requires 2 weeks' notice from learners who wish to leave the school earlier than expected. Learners must put forward a request in writing and attach any flight details, new offers, medical evidence or any other documents to show reason for leaving.

Will there be a refund?

Learners who wish to withdraw from a course should put their request for a refund in writing.

The school Management will look at the written request and the reasons for leaving early. Only then will the school process any claims for refunds.

Refunds are only given for the remaining course fees after the 2-week notice period in cases where the school management considers the request to leave to be reasonable. There will be at least a 25% cancellation fee in all circumstances, without exception. Any discounts on tuition fees will become null and void, and learners will be charged the full price for the weeks that they have attended the course.

When a course is applied to and paid for, it is expected that the course will be completed as indicated in the offer letter. All refunds are given in good faith and the school has the right to refuse any request.

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