

Student Holidays Policy – Long term learners

Yorkshire English School understands that **long-term** learners may wish to take a break from their course, for example, to visit family.

WHEN CAN I TAKE A HOLIDAY?

The School closes for: two weeks at Christmas – one week at Easter - one day for Eid - plus all Bank Holidays. Learners may want to take extra holidays during their 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 MUCH HOLIDAY CAN I TAKE?

Long term learners 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.

HOW DO I BOOK A HOLIDAY AFTER I HAVE STARTED MY COURSE?

You must give two weeks notice and complete a holiday request form. If it is 'agreed' you will receive a letter that is signed by the Principal or DoS.

WILL I GET A REFUND FOR MY HOLIDAY?

Course fees are not refunded for holiday periods of less than a week. 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 Management.

WHAT HAPPENS IF I DO NOT HAVE AUTHORISATION?

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.

WILL IT AFFECT MY CLASS/STUDIES?

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.