



## **Holiday Policy/Procedures**

- Students are only entitled to take a holiday if they are enrolled on a course of **20+** weeks.
- Students cannot take a holiday until they have been in the school for at least **10** weeks.
- Students can only take **one** holiday every 3 months (**12** weeks).
- Holidays must always run from Monday to Friday. Students cannot start a holiday in the middle of the week.
- Students must give **2 full weeks' written notice** that they want to take the holiday. Students should complete the holiday request form and hand it in to the office.
- **If students take a holiday, they are not entitled to a refund.** However, if it is convenient with the school, the holiday week(s) can be added to the end of the course. For example, if adding a week to the course means that students are then enrolled for just the first week of the next course, this would not be convenient. However, if students wish to take the last week(s) or the first week(s) of a course as a holiday, then this would be fine.
- Students must check their visa requirements as extensions may not be permitted.
- If students are **away** from **self-catering** accommodation, there is **no refund** for their accommodation for the period they are away. During the 2 week Christmas holiday when the school is closed, if students want to keep their room and you go away for at least 7 nights (weekend to weekend), they must pay 50% of the self-catering rate.
- If students are **away** from **homestay** accommodation and they have given 2 full weeks' notice to the school and the family, they will be refunded **50%** of the homestay rate, but this only applies if students are away for **7** full days, from one weekend to the next. There is no refund for parts of a week or for holidays mid-week to mid-week. During the Christmas holidays when the school is closed, if a student vacates their room, they will not have to pay anything.
- If students take a holiday from school, they cannot usually stay in their **homestay** accommodation, especially if the holiday is for more than 2 weeks.
- If students take a holiday for 4 weeks or longer, when they come back to school, they may need to take another test, so that we can decide which is the best class for them.
- There is **no refund for holidays** even if students later cancel the extended weeks.