

PROCEDURES IF ASKED TO LEAVE A COURSE

This document sets out the procedure for a suspension or withdrawal from your studies at LanguageUK.

Occasionally we must suspend a student from their studies or exclude a student from LanguageUK.

We may exclude you for:

- Presentation of false information to enroll on a course at LanguageUK. In such cases, LanguageUK will inform the appropriate authorities and you will be asked to leave the course.
- LanguageUK reserves the right to refuse admission to any student or to dismiss any student without refund of tuition fees in the event of misconduct or unsatisfactory attendance or work. The school expects students to attend all classes during their stay. If your attendance falls below 80%, you may be withdrawn from the course and no refund will be given. Students will only receive a leaving certificate if their attendance has been 80% or more.
- Non-payment of tuition fees.
- Medical evidence of physical or mental unfitness to study.
- LanguageUK reserves the right to cancel accommodation booked if there are concerns about the guest's behaviour. No refunds are made in these circumstances.
- LanguageUK reserve the right to terminate your enrolment in the event of conduct or behaviour which in our opinion diminishes (or may diminish) the reputation of LanguageUK, even if such conduct is not in breach of these terms and conditions. LanguageUK decision is final.
- If you are excluded from LanguageUK you will cease to be a student. You will have to return any property belonging to LanguageUK. Also cease staying with your homestay and you will have to return to your own country at your own cost.

All LanguageUK students are given a chance to improve by a:

- Warning
- Opportunity
- Improvement

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