STUDENT HOLIDAY POLICY

LanguageUK understands that long-term students may wish to take a break from their course to visit family or for other reasons.

FAQs when can I take a holiday?

The school closes for 2 weeks at Christmas.

Students may want to take extra holiday 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.

When planning a holiday please note your **UK VISA EXPIRY DATE.** Courses can only be extended up to this date. You cannot extend your course after your UK visa expiry date.

How do I book a holiday?

LanguageUK require 2 weeks' notice and to complete a holiday request form. If it is agreed, you will receive a letter that is signed by the Director of Studies.

How much holiday can I take?

This is at the discretion of the managers and will depend on the circumstances. Holidays might not be granted for students who are falling behind in their studies or if they have a low attendance rate.

Will I get a refund for my holiday?

LanguageUK policy is to extend your course end date. Refunds may be considered in exceptional circumstances. If you want to request a refund you will need to put this in writing. If the 2 weeks required notice has not been given, then tuition fees will not be refunded.

What happens if my holiday is not approved?

Students will be marked as absent which will affect the attendance percentage and the students will pay for the weeks that they have taken as unauthorised holiday. Students will not be able to add extra weeks to the end of their course. Students who are sponsored, your embassy will be informed.

Will a holiday affect my 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. If an extended holiday is taken, students may be required to take a level test again upon re-joining the school.

Policy written September 2017
Reviewed October 2018
Next review October 2019