

## Holiday Policy for Students

Leeds Language Academy understands that **long-term** students may wish to take a break from their course, for example, to visit family.

### Existent holidays and holiday requests

The school closes for 1 week at Christmas, Good Friday and Easter Monday bank holidays at Easter, one day for Eid, plus all bank holidays, except the final bank holiday in August, owing to summer bookings. Details around holidays and school closures can be found on the website. 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.

### Holiday allowance

Long term students 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. LLA management reserve the right to refuse a student's holiday request if it is believed that this criterion has not been met. Management have the final say over any holiday requests.

Notice You must give 2 weeks' notice and complete a holiday request form. If it is agreed, you will receive a letter that is signed by the Managing Director, Darren Aydin, or DoS, Daniela Prativiera. If it is refused, you will receive a written notice detailing the reason for this refusal. If you are unsatisfied with the decision, you can contest the decision in writing, and it will be dealt with as detailed in our Complaints Policy and reviewed. However, LLA management may choose not to overturn their original decision.

### Fees during holiday periods

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 LLA management. LLA has the right to refuse the request.

### Unauthorised holiday

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. Any attendance issues will be passed on to relevant parties.

It is important to keep holiday time during your course to a minimum to ensure that you are not missing vital class time. 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. Any decisions will be taken in agreement between school management and the teachers, and will be final.