

Leaving Policy for Students

Leeds Language Academy understands that some students wish to leave their course earlier than scheduled for a variety of reasons; for example, to join a university pre-sessional course or due to an emergency. The school aims to be flexible but also must manage resources and staffing levels. Please read our Cancellations and Refund Policy for more information.

We strongly recommend that students take out insurance prior to arrival.

Notice

The school requires 2 weeks' notice from students who wish to leave the school earlier than expected. You must put your request in writing and attach any flight details, new offers, medical evidence or any other documents to show reason for leaving. LLA management will then come to a final decision on further action.

Refunds

Students who wish to withdraw from a course should put their request for a refund in writing. Please see our Cancellation and Refund Policy for more details.

The school management will look at your request and your reasons for leaving early. Only then will the school process any claims for refunds.

Refunds are only given for the remaining course fees after the 2-week notice period in cases where the school management consider the request to leave to be reasonable. Any discounts on tuition fees will be cancelled and you will be charged the full price for the weeks that you have attended the course.

When you apply and pay for a course, you are expected to complete that course as indicated in your offer letter. All refunds are given in good faith and the school has the right to refuse any request.

Students who leave to go to another language school and do not give the required notice will be expected to pay for the 2 weeks before any certificates or reports are issued.

Students who leave to attend a university course (either a subject course or a pre-sessional) will still need to give the expected 2 week minimum notice. This does not include any private institutions that are associated with universities, and leaving to attend these would be treated the same as the policy for a language school.



Leaving a course temporarily at short notice

Students may not attend up to 20% of the course (please see the Attendance Policy for more information). However, periods of absence due to accident, sickness or other emergencies are not refundable under any circumstances. LLA seeks to be understanding in all situations, and will provide support where possible.

In certain circumstances, an extension to course dates maybe applied. Students are strongly advised to take out insurance to cover any eventualities.

In order to confirm an authorised medical absence, students will need to provide a doctor's note as soon as possible. In other circumstances, it will be at the discretion of the school management to request proof of absence and the time in which this should be presented. Management retain the right to query or reject any reasons or proof as they see fit.