

Holiday Policy for Students

Sheffield Language Centre 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 2 weeks at Christmas, a week at Easter, two days for Eid, plus all bank holidays. 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. Sheffield Language Centre 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. 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, Sheffield Language Centre 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 Sheffield Language Centre 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.