



Holiday Policy/Procedures

There are 3 things to do **before** you book your ticket to go on holiday:

1. Check the holiday rules
2. Fill in the holiday form and give it to the office
3. Wait for the holiday to be approved

- You are only entitled to take a holiday if you are enrolled on a course of **20+** weeks.
- You cannot take a holiday until you have been in the school for at least **10** weeks.
- You can only take **one** holiday every 3 months (**12** weeks).
- Holidays must always run from Monday to Friday. You cannot start a holiday in the middle of the week.
- You must give **2 full weeks' written notice** that you want to take the holiday. You should complete the holiday request form and hand it in to the office.
- **If you take a holiday, you are not entitled to a refund.** However, if it is convenient with the school, the holiday week(s) can be added to the end of your course. For example, if adding a week to your course means that you are then enrolled for just the first week of the next course, this would not be convenient. However, if you wish to take the last week(s) or the first week(s) of a course as a holiday, then this would be fine.
- If you are **away** from **self-catering** accommodation, there is **no refund** for your accommodation for the period you are away. During the 2 week Christmas holiday when the school is closed, if you want to keep your room and you go away for at least 7 nights (weekend to weekend), you must pay 50% of the self-catering rate.
- If you are **away** from **homestay** accommodation and you have given 2 full weeks' notice to the school and the family, you will be refunded **50%** of the homestay rate, but this only applies if you are away for **7** full days, from one weekend to the next. There is no refund for parts of a week or for holidays mid-week to mid-week. During the Christmas holidays when the school is closed, if you vacate your room, you will not have to pay anything.
- If you take a holiday from school, you cannot usually stay in your **homestay** accommodation, especially if the holiday is for more than 2 weeks.
- If you take a holiday for 4 weeks or longer, when you come back to school, you may need to take another test, so that we can decide which is the best class for you.
- Remember there is **NO REFUND for holidays** even if you later cancel the extended weeks.