

Holiday Policy

The English Studio London

March 2019

THE
ENGLISH
STUDIO

Please check our website to ensure you have the most recently updated version of this document at www.englishstudio.com/policies

The English Studio in London understands the need to take holiday time away from school during mid- to long-term courses.

Furthermore, the school promotes students taking holidays to be able to enjoy their new surroundings immersing themselves in British culture as well as being afforded the ability to travel further afield (visa dependent).

- All students studying on a course duration that **exceeds 7 weeks** are entitled to holidays.
- Any holiday requests should be made **at least 2-weeks before** the proposed holiday start date, in person to the Student Services team at The English Studio. Holiday requests made by telephone or email will not be approved.
- Students are only permitted to take holidays in **durations divisible by weeks**.
 - For example, 1 week, 2 weeks, 3 weeks or 4 weeks.
 - Weeks are Monday to Friday and cannot span a weekend.
 - Day holidays are not permitted.
- Students holiday **allowance varies depending on their length of course**. Below is a list of holiday allowance as-per continuous course length.

COURSE LENGTH	HOLIDAY ALLOWANCE	COURSE LENGTH	HOLIDAY ALLOWANCE
1 to 7 weeks	nil	24 to 29 weeks	4 weeks
8 to 12 weeks	1 week	30 to 35 weeks	5 weeks
13 to 17 weeks	2 weeks	30 to 39 weeks	6 weeks
18 to 23 weeks	3 weeks	40 weeks or more	8 weeks

COURSE EXTENSION FOR HOLIDAYS

When a holiday is requested and approved, the length of the course tuition is then extended by the total number of weeks holiday approved. For example, if the student is studying on an 8-week course and requests 1-week of holiday, the length of their course tuition will be increased to 9 weeks.

COURSE EXTENSION FOR HOLIDAYS - VISA STUDENTS

Course end dates extended following the request and approval of holidays are subject to visa end-dates.

If the visa period does not cover the new course end-date, a member of the staff will notify the student before approving the request.

The student can decide to take the requested holiday regardless of visa end-date and forgo course tuition weeks that would exceed their visa period. Any course tuition weeks that exceed the students visa end-date following the addition of approved holiday weeks will not be compensated or refunded.

ACCOMMODATION

Holiday weeks cannot be applied to accommodation booked with The English Studio.

Should students add holiday weeks to their course tuition, the responsibility is with the student to increase the length of stay with their chosen accommodation provider. In the example given above, the student will need to make arrangements for 1 extra week of accommodation to cover the requested holiday.

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The logo for The English Studio, featuring the text "THE ENGLISH STUDIO" in white, uppercase letters on a red square background.

CONFIRMATION OF APPROVED HOLIDAY REQUESTS

Once a holiday request has been approved, the student will receive confirmation from the **Student Services team** by email. Approved holiday cannot be amended unless 2-weeks' notice is given. In cases of holiday amendments/adjustments, the process outlined above should be followed.

ATTENDANCE

Approved holidays are deemed authorised absence and will not negatively affect attendance percentage at the end of the student's course.

PUBLIC HOLIDAYS

The school is closed for public and national/bank holidays and we will not extend courses to compensate.

Students will be notified of all public and national/bank holidays during the booking and enrolment process. Such holidays are detailed and updated within the Term and Conditions published on our website, www.englishstudio.com. The student's attendance percentage will not negatively be affected on these days.