



ELICOS HOLIDAY POLICY

1. Purpose

The purpose of this policy is to ensure that the students who are enrolling/are planning to enrol in the General English course provided by Albright Institute of Business and Language receive a flexible allowance of holidays during their enrolment.

2. Scope

This policy applies to all the students enrolled in the General English course provided by Albright Institute of Business and Language.

3. Owner

Admissions Department, Administration Department and Marketing Team of Albright

4. Policy

Albright Institute allows the following duration of break for all student Visa Holders of the **General English Program**:

- For **up to 24 weeks of study** in General English, a student is allowed to have **2-4 weeks of study break**
- For **up to 44 weeks of holiday**, a student is allowed to have **6-8 weeks of study break**

NOTE: There are no study breaks permitted for the students enrolled in EAP, PTE and IELTS preparation programs. If you change your course from General English to one of these courses, you will not be allowed to have study breaks in the middle of each cycle of 12 weeks.

All General English students can take a study break provided they meet the following criteria:

1. The duration of the COE issued for General English including the study period, study breaks and campus closure time over Christmas must not exceed 52 weeks.
2. The study breaks are requested in the STD-FORM04 International Student Application Form and are included in the COE dates. If additional study breaks are not included at the time of enrolment, the student is not entitled to any additional breaks other than the duration of Christmas campus closure and public holidays.
3. The student does not have any outstanding fees
4. The student has satisfactory attendance (80% minimum)
5. The campus closure times will be added to these breaks. These weeks of study break cannot be changed.

6. Approved study breaks must **start on a Monday** or the first day of the week if Monday is a public holiday and **end on a Friday**.
7. Students must inform the student administration officers of their intention to take holidays no later than Wednesday of the week prior to start of their study break by filling the "STD-FORM07 GE Study Break Request Form". If they do not approach reception for a study break request, they will be marked absent.
8. A study break must be a minimum of 1 week and maximum of 8 weeks in duration. Students are not allowed to take study breaks for less than a week.

Note: If you hold a visa other than a Student Visa, you have no attendance obligations and can take unrestricted breaks.

5. Procedure:

Steps	Person responsible
Students download and fill in a copy of STD-FORM07 GE Study Break Request Form no later than Wednesday prior to the starting week of the study break	Student
Administration receives the form, and checks the student's eligibility by <ul style="list-style-type: none"> checking the COE to ensure student is entitled to holidays Checking the student file for any prior holidays taken. Checking to see whether fees are paid up to date Checking the attendance (minimum 80%) 	Administration Officer
If the student is eligible, sign and approve the break and inform the student	Administration Officer
Inform the teacher and ELICOS coordinator	Administration Officer
Note the study break in the attendance sheet and in the RTOM	Administration Officer
Archive the STD-FORM07 GE Study Break Request Form in the student file.	Administration Officer

Related Documents
<ul style="list-style-type: none"> STD-FORM07 GE Study Break Request Form STD-FORM04 International Student Application Form