

POLICY: 2.0 Original Issue Date: 01.09.14	HOLIDAYS POLICY
Updated: 01.07.15	Responsible Manager: Franics Neary, Director Of Studies

Holiday Policy for Short-term (less than 25 weeks) students

- **Students on courses of 12 weeks or less**

Generally no holidays are allowed for students who are studying on courses that are less than 12 weeks except in the case of a family bereavement or illness.

- **Students studying on courses from 12 to 24 weeks**

One week's holiday is allowed for students who are studying on courses from 12 to 24 weeks. To request a holiday, please go to reception and ask to speak with our Admissions Manager. This request will be logged on the school database system. Holidays must be requested at least two weeks in advance.

Holiday Policy for long-term (more than 25 weeks) students

An Academic Year course lasts for 25 weeks after which students are entitled to take up to 10 weeks holiday before their visa expires. Normally Academic Year holidays are taken after a student finishes their course.

In the case where a non-EEA student with a study visa wishes to take holidays during their course, this holiday period must be outlined in advance of starting their programme and/or registering with GNIB. In addition, holiday periods cannot at any point exceed 1/3 of the total weeks elapsed (front loading of holidays is be permitted).

Early return from holidays is subject to availability of places in the school / class.

No unscheduled holidays are permitted with the exception of illness or close family

bereavement. In the event of unforeseen circumstances, please contact Mr Francis Neary ,
Director Of Studies (Email: dos@berlitz-dublin.ie).