

## **Holiday Policy**

All holiday procedure will be outlined to students during the induction process and are outlined in detail in the Student Handbook.

Students must contact the DOS or ADOS to request a holiday. All holiday requests must be sent via email to [dos@berlitz-dublin.ie](mailto:dos@berlitz-dublin.ie). Holiday requests will be responded to within one working day.

**Holidays must be requested before the student has completed his or her first week of classes OR before the student has registered with the GNIB.** School acceptance letters will be modified to include holiday dates for presentation to the GNIB, as per course schedule guidelines.

**Holidays cannot be requested after a student has visited GNIB.**

Holidays will only be considered for approval if the dates requested for the holiday are after the student has completed more than 12 weeks of his or her program. Although a holiday cannot commence before 12 weeks have been completed, all holidays must be requested before GNIB registration.

Requested holiday time will be cancelled if the student has an overall attendance percentage of less than 85% one week prior to the commencement of the holiday.

It is every learner's responsibility to organise their outside classroom activities and working hours so that they do not interfere with the school schedule.