

Student Holiday Policy and Procedure

POLICY

1. Scots English College recognises that students may wish to take a holiday break during their study period. When processing a student holiday request, the following factors will be considered:

The total duration of the student's enrolment

The duration of a holiday break should not impact negatively on a student's course progress As determined by ASQA,

- A holiday period should not exceed 8 weeks in duration
 - A holiday period should not be assigned at the end of a course
2. The usual holiday pattern is 4 weeks of holiday for every 10 weeks of completed study.
 3. Students with a study period of 15 to 20 weeks may apply for a 2-week holiday break after completing 10 weeks of study.
 4. Holiday breaks will not be approved for students with a study period of 10 weeks or less.
 5. Holiday will not be approved for students whose attendance at the time of the holiday request is 80% or less.
 6. Students taking all ELICOS courses at Scots may apply for a holiday break with the exception of the 12-week Cambridge Examination Preparation courses where holiday breaks are not permitted during the 12-week course.

PROCEDURE

1. To request one or more holiday breaks during their period of study, students should use Page 1 of the Student Application Form, Section 'Breaks'.
2. If a student has submitted a Student Application Form with a study duration of 15 weeks or more, but has not requested a holiday break, the Admissions Team will contact the student or his/ her agent to confirm whether or not the student wishes to have a holiday break(s) included in their period of study.
3. Approved holiday breaks will be recorded on the student's Letter of Offer.
4. For student visa holders, approved holiday periods will also be noted on the student's CoE.
5. Student holiday breaks are noted in the College's Student Management system, RTOM.
6. Students will be reminded about their holiday break during the week prior to the commencement of their break.

Changing to pre-arranged holiday periods

1. A student may choose to continue to study rather than taking a holiday break that was scheduled at the time of their enrolment.
2. If a student declines to their holiday break and continues to study, they will be required to pay additional weekly tuition fees for each week of additional study.
3. A student may change their pre-arranged holiday commencement and completion dates during their study period if the duration of their approved break remains the same.
4. Such changes must continue to follow the conditions in the policy section outlined above.

Holiday requests during study period

1. To request a holiday break during a study period that has not been pre-arranged at the time of enrolment, students should complete the Holiday Request Form available from Student Services.
2. A student may request a holiday break during their period of study once the request meets the conditions outlined in the policy above.
3. If approved, such holiday breaks will result in the student's CoE completion date being moved forward, for example, if a 4-week holiday period is approved, then the student's completion date will be moved forward by 4 weeks.
4. Holiday breaks requested during a study period that have not been approved at the time of enrolment will incur an administration fee of \$20.00 for each approved holiday request.

Unauthorised holidays

1. Students who taken an unauthorised holiday break without following the Student Holiday Request Procedure will be marked absent for the duration of their absence from their studies.
Holiday requests that do not meet the policy conditions outlined above will be considered on a case-by-case basis by the College. If a student's holiday request is refused, he/she may Appeal the decision using the College's Complaint & Appeal Procedure.

PRO-FORMA & SUPPORTING DOCUMENTATION

- Student Application Form
- Holiday Request Form
- Complaints & Appeals Procedure