



## Holidays, Course Extensions and Course Changes

Whilst you are at LSI Portsmouth you may want to take a holiday, extend your course or change your course. Here are the rules that you will need to follow:

### Taking a holiday

#### Rules:

- You must give us **at least 1 weeks' notice (5 full school days)**. E.g. **Before the Friday, one week before your holiday starts.**
- The maximum time that you can take is 4 weeks during your course in total.
- Holidays must start on a Monday and finish on a Friday.
- The holiday time taken will be given back to you as a 'course credit'. This credit must be used as future study weeks within 12 months – it is **not refundable**. **If you do not give us at least 1 weeks' notice, we cannot offer you a course credit.**
- If you have a visa, you will be asked for return copies of your flight ticket or details of your time away from school.
- If you are staying in homestay accommodation and leaving for 7 nights (weekend to weekend), we will refund 50% of your accommodation fees. No refunds are given if you live in self-catering accommodation.
- **Students on pre-sessional courses are not allowed to take holidays.**

### If you are a Government sponsored student:

- You must gain permission from your embassy/sponsor before requesting a holiday from school.
- We will notify your embassy of the holiday.

### Extending your course

#### Rules:

- Please let us know if you want to extend your course **as soon as possible** – sometimes courses are full so it's useful for us to know early so that we can save you a space.
- Before deciding whether you can extend your course, we will look at your attendance record. LSI Portsmouth reserves the right to refuse an extension.
- **Please arrange to pay your fees as soon as possible after confirming your extension**

### Changing your course

#### Rules:

- Depending on your level, it may not always be possible for you to change course. However, please speak to the Director of Studies. LSI Portsmouth reserves the right to refuse a course change.

If you want to take a holiday, extend or change your course, please speak to someone in Reception who will give you the correct form to fill out. Please fill it in and give it back to them. They will tell you when everything is confirmed.