

## LEAVE POLICY GUIDELINE

### How many weeks of leave can students have?

- 17 week course OR MORE: 2 weeks
- 24 week course OR MORE: 4 weeks
- **As an exception – between 30 and 36 – 6 weeks leave can be granted**
- 36 week course OR MORE: 8 weeks
- **As an exception – between 42 and 48 – 10 weeks leave can be granted**
- 48 week course OR MORE: 12 weeks

\* XMAS HOLIDAYS ARE EXTRA

### How students should organise/book their holidays?

1. Pre-book with their agent at time of enrolment
2. If any changes are required (change or move dates) apply through LLI Website (<https://www.languagelinks.wa.edu.au/student-services/student-support/>) two weeks before the leave date.
3. If students did not pre-book any leave at time of enrolment they may apply for leave based on compassionate/compelling circumstances. Evidence needs to be provided.
4. A minimum of 2 weeks' notice is required to book leave during the course (unless pre-booked at time of enrolment).
5. A minimum of 4 weeks tuition should be completed prior to leave being granted.
6. All course fees must be paid up to date in order to take leave (even pre-booked).
7. Attendance must be satisfactory in order to apply for leave.
8. Leave will only be granted in 'complete weeks' and cannot be granted in 'days'.
9. Any fees due during the holiday period must still be paid on or prior to the due date.

## PAYMENT PLAN GUIDELINE

Payment plan option is available for courses more than 12 weeks. Setup fee applies (\$80) ON-SHORE ONLY

### **How many instalments can students have?**

- 13 weeks course to 17: 2 instalments maximum
- 18 weeks course to 23: 3 instalments maximum
- 24 weeks course to 29: 4 instalments maximum
- 30 weeks course to 35: 5 instalments maximum
- 36 weeks course to 41: 6 instalments maximum
- 42 weeks course to 47: 7 instalments maximum
- 48 weeks course to 53: 8 instalments maximum

### **When do the students need to pay?**

- 1<sup>st</sup> Instalment: Prior eCOE
- 2<sup>nd</sup> Instalment: 4 to 5 weeks after commencing
- Last Instalment: 8 weeks prior to graduation

### **TPS Rule** (On – Shore & Off-Shore)

- If they are studying more than 24 weeks, they are only required to pay 50% of the total Tuition Fees for the whole course + all Administrative fees as a deposit prior to course commencement.
- Payment Plan fee will not be charged.
- The student can still choose to pay more than 50%.
- Any remaining tuition fees will be required two weeks before the second study period.
- (This rule applies to EVERY enrolment received with 25 or more unless the student requests in writing to pay a larger amount)