

LEAVE GUIDELINE

How many weeks of leave can students have?

- 17 week course OR MORE: 2 weeks
- 24 week course OR MORE: 4 weeks
- 30 weeks course OR MORE: 6 weeks
- 36 week course OR MORE: 8 weeks
- 42 week course OR MORE: 10 weeks
- 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 prebooked 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.