



ATC Language Schools

Student Holiday Policy

Introduction:

This policy relates to all non-EEA students on a work/study visa required for the Academic Year Programme.

Guidelines:

- Students must submit their requests for holidays to the Director of Studies (*Aoife McLoughlin, ATC Bray and Alison Banks, ATC Dublin*) on their first day of lessons.
- Unscheduled holidays are not permitted except in documented cases of illness. If there is a close family bereavement, the student should speak to the Director of Studies and time off will be given.
- The dates of requested holidays (Monday to Friday) must then be emailed to the Bookings Department (Fabrice Noel) who will confirm when our booking system, CLASS, has been updated.
- The dates of requested holidays must also be emailed to the receptionist for inclusion on letters provided to students to bring to GNIB.
- Once the holiday has been approved and booked, the holiday dates are suspended on CLASS and are then added to the end of the student's course dates.
- The student must have an adequate number of weeks remaining on their visa in order to complete the course after the holiday is taken.
- Holidays can only be taken 8 weeks into the academic programme and students are not allowed to begin their course with a holiday.
- Holidays must be taken from Monday to Friday.
- If the student does not inform the Director of Studies or Assistant Director of Studies of their holidays in advance they will be marked 'absent.' This will result in a drop in their attendance percentage and lessons will not be added to the end of their course.
- If the student is travelling abroad, reception will provide a holiday letter stating the student's enrolment dates and relevant holiday dates.
- Breaks from study in order to facilitate a 40 hour per week work concession can only be taken during the months of May, June, July and August and from 15th December to 15th January inclusive.
- During the rest of the year, students can only work up to 20 hours per week and therefore should not need time off in order to work.