

## Policy

This document provides procedure and information on how the study breaks will be allocated to the student enrolled in General English course and how they can apply.

## Responsibility

The Student Service Manager/CEO will be responsible for the implementation of this policy and for ensuring that staff and students are aware of its application and procedures.

## Scope

This policy applies to all international students (General English) enrolled at BLC.

## Study break entitlements:

Students are entitled to:

- 53 to 70 weeks of enrolment – 10 weeks (including compulsory break of 3 weeks during CHRISTMAS AND NEW YEAR)
- 40 to 52 weeks of enrolment – 4 weeks excluding 3 weeks during CHRISTMAS AND NEW YEAR
- 26 to 39 weeks of enrolment – 2 weeks excluding 3 weeks during CHRISTMAS AND NEW YEAR
- 13 to 25 weeks of enrolment – 1 week (Maximum of 2 weeks with specific request excluding 3 weeks during CHRISTMAS AND NEW YEAR)
- Up to 12 weeks of enrolment- no study breaks unless the study period included the CHRISTMAS break (3 weeks)

Note: study break should not be longer than 8 weeks continuously. For e.g. Applicants enrolled 70 weeks are entitled for 10 weeks of holidays. However, they cannot take whole 10 weeks of break all at once. The longer period (Maximum of 2 weeks for each level) may be allowed for longer enrolment with specific request from the student.

## Procedure

- Student to submit the leave application form 2 weeks prior to the starting of their intended study break
- Student services team to send acknowledgement email
- Student services team to check: fee payment ins up to date, haven't already taken leave in the past, attendance is satisfactory till date,
- Student services team to check the Confirmation of Enrolment (CoE) is issued for a duration including the study breaks
- If approved Student services team to inform the student – all the communication to be done visa RTOM
- Student services team to update the profile, attendance sheet to mention study break for the student and notify the teacher
- Student services team to file the application document and approval email in the student file