

Policy

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

Responsibility

The Student Service Manager/Head Teacher/Academic Manager 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 ELICOS students enrolled at BLC.

Study break entitlements:

Students are entitled to study break of:

- 53 to 70 weeks of enrolment – up to 10 weeks (including compulsory break of 3 weeks during Christmas and New year)
- 40 to 52 weeks of enrolment – up to 7 weeks including compulsory break of 3 weeks during Christmas and New year)
- 26 to 39 weeks of enrolment – up to 6 weeks including compulsory break of 3 weeks during Christmas and New year)
- 13 to 25 weeks of enrolment – Up to 5 weeks including compulsory break of 3 weeks during Christmas and New year)
- Up to 12 weeks of enrolment – No study breaks unless the study period included the CHRISTMAS break

Procedure

- The student breaks are to be requested at the time of enrolment. If additional study breaks are not requested at the time of enrolment, the

student is not entitled to any study break other than the compulsory study break of 3 weeks during Christmas, New Year and public holidays.

- The study break is to be excluded from attendance calculation in the Student Management System.
- No study break is allowed if the student does not have a satisfactory attendance with a minimum of 80% attendance.
- The duration of the COE issued for the General English including the study break and campus closure time cannot exceed 70 weeks.
- Study break will not be allowed if the student has any outstanding fees.
- 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 student needs to fill up the study break request form and submit it to the Student Service Coordinator
- The Student Service Coordinator checks the eligibility of student to go on a study leave and approved it if he/she is eligible.
- The Student Service Coordinator will notify the teacher and Head teacher/Academic Manager and mark it in the student management system.