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INSTITUTE OF BUSINESS & LANGUAGE

Policy Title	General English ELICOS Holiday Policy and Procedure				
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Owner	Admissions & Marketing Department	Approved By	CEO		

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1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of English and Albright Institute of Business and Language will follow this policy for General English Course study weeks and granting of holiday weeks.

2. PURPOSE

The purpose of this policy is to ensure that the students who are enrolling and who are planning to enrol in the General English course provided by Albright Institute of English Business and Language will be offered flexibility of holiday weeks during their enrolment.

3. SCOPE

This policy applies to all the students enrolled in the General English course provided by Albright Institute of Business and Language.

4. POLICY

4.1 Albright Institute allows the following duration of holiday weeks for all student Visa Holders of the General English Program. The holiday weeks are OPTIONAL and NOT COMPULSORY.

- Students enrolling for less than 24 study weeks = will be offered ONLY 2 holiday weeks.
- Students enrolling for 24 (OR in between 25 to 35) study weeks = will be offered maximum 4 holiday weeks.
- Students enrolling for 36 (OR in between 37 to 43) study weeks = will be offered maximum 6 holiday weeks
- Students enrolling for 44 (OR in between 45 to 59) study weeks = will be offered maximum 8 holiday weeks
- Students enrolling for 60 study weeks (maximum) = will be offered maximum 12 holiday weeks

4.2 The above holiday weeks include the annual Christmas Campus closure (two weeks) if the General English program falls over to the following year.

4.3 There are no holiday breaks permitted for the students enrolled in English for Academic Purposes (EAP), Pearson Test of English (PTE) and IELT Preparation programs. If you change your course from General English to one of these courses, you will not be allowed to have study breaks in the middle of each cycle of 12 weeks.

4.4 The General English students can avail the holiday breaks ONLY if they satisfy the following conditions:

1) The total number of weeks in the Letter of Offer and COE are comprised of the study weeks and the holiday weeks;

2) If the holiday breaks are NOT included at the time of enrolment, the students are NOT entitled to any additional holiday weeks other than the duration of Christmas Campus closure and public holidays;

The student DOES NOT have any outstanding fees;

4) The student has satisfactory attendance (minimum 80%);

5) The campus closure times will be added to these breaks. These weeks of study break cannot be changed;

6) The Holiday break must start on a Monday or the first day of the week if Monday is a public holiday. The Holiday break must end on a Friday of the week;

7) The students MUST request their intention to take Holiday weeks NO later than WEDNESDAY of the week prior to start of their Holiday break by filling the "STD-FORM07 GE Study Break Request Form" which is available on AIBL website https://albrightinstitute.edu.au/wp-content/uploads/2022/02/STD-FORM07General_English_Study_Break_Request_Form__Version2__Jan_2022.pdf and forward this to the email mailto:student.service@albrightinstitute.edu.au

8) f they DO NOT forward their request to the email student.service@albrightinstitute.edu.au they will be marked ABSENT for the study week day/week.
A holiday week break MUST be a minimum of 1 week and maximum of 8 weeks at any given duration of break.

9) Students are NOT allowed to take holiday week less than one week.

10) The students who hold a different visa other than a student visa, have NO attendance obligations and can take unrestricted breaks.

5. PROCEDURE

Steps	Person Responsible
Students download and fill in a copy of STD-FORM07 GE Study Break Request Form no later than Wednesday prior to the starting week of the study break.	Student
Administration receives the form, and checks the student's eligibility by • Checking the COE to ensure student is entitled to holidays; • Checking the student file for any prior holidays taken; • Checking to see whether fees are paid up to date; • Checking the attendance (minimum 80%);	Administration Officer
If the student is eligible, sign and approve the break and inform the student;	Administration Officer
Inform the teacher and ELICOS Student Support Department;	Administration Officer
Note the study break in the attendance sheet and in the RTOM;	Administration Officer
Archive the STD-FORM07 GE Study Break Request Form in the student electronic file.	Administration Officer

6. IMPLEMENTATION AND RESPONSIBILITY

The Admissions Team, ELICOS Student support team and Administration team are responsible for ensuring the procedure of generating the offer and processing the Study break request as per this policy and procedure.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

7. RELATED DOCUMENTS

Related Documents
• STD-FORM07 GE Study Break Request Form • STD-FORM04 International Student Application Form