

We at the English Language Centre of Regent's University London value our students time and for this we have implemented the following Student Holiday Policy:

- ELC students are able to take one calendar week, Monday to Friday, for each 12 weeks of their study. These can be combined i.e. 2 weeks for 24 weeks of study.
- If the student decides to take a holiday they must give a minimum notice of 14 days.
- In order to be considered for a holiday students are kindly requested to contact the ELC Student Support & Administrative Officer to approve the holiday. Students can contact the ELC Student Support & Administrative Officer via email, MS teams and in person.
- The ELC Student Support & Administrative Officer will evaluate the possibility of the study break according to the course availability and the length of the visa period (if applicable).
- If the study break is acceptable, the Visa & Immigration and Finance teams will be informed, and the ELC Student Support & Administrative Officer will make the necessary changes on the system.
- There might be a possibility of extending the course up to a maximum of 4 weeks, however this cannot always be guaranteed. It depends on the course.
- We strongly discourage students from taking a holiday during their Pre-sessional and IELTS courses.