

## STUDENT HOLIDAY POLICY

### Student Holidays

- Requesting a holiday: students must request holidays in writing or inform Reception at least 7 days' notice with Visa expire date.
- Sponsored students must have their sponsor's permission.
- Courses: at least 7 days' notice to Reception.
- Homestay: at least 7 days' notice to Accommodation

### Course Extensions & Refunds

- No refunds are given for holiday periods.
- Extensions can only be taken in full calendar weeks (example: not Wednesday–Wednesday). Should always be Monday to Friday.
- Extensions must be approved by the Academic Management Team.
- Students cannot extend beyond their UK visa expiry date.

### Exam or fixed date- courses:

Students are strongly discouraged from taking holiday during exam courses.

Holiday extensions for exam courses must be approved by the Academic Management Team.

### Accommodation During Holidays

- Homestays: If a student takes a holiday in July & August: charged 100% of the homestay fee. Rest of the year: a weekly retention fee is charged. Only up to 2 weeks. After 2 weeks, pay full amount.
- Student Houses: No concessions for student holidays. Students are welcome to stop the booking; however, they may not be allocated the same room on their return.
- Student Residences: Residences not owned and operated by Beet (e.g. Oxford Point, Dorchester House), do not make concessions for student holidays. Therefore, no refunds or extensions will be made for any time spent away from the residence.

### Long-Term Courses (e.g. International Academic Year)

Long term students who are planning to take holiday during their course are strongly advised to inform the school when enrolling which dates they are planning to take. It may not be possible to take missed weeks as a course extension if Beet has not been informed at the time of booking.

**Policy reviewed: March 2026 – Senior Office Coordinator**

**Next review due: March 2027**