UNSCHEDULED HOLIDAYS AND BREAKS DURING THE COURSE

On induction, all students receive a copy of the academic calendar which clearly outlines all scheduled breaks, this is also published on the Griffith institute of language website.

You cannot take holidays before commencing your programme. If you need to take an unscheduled holiday, it cannot exceed one third of the total weeks you have studied

No unscheduled breaks are permitted except in documented cases of illness, or close family bereavement. If this is the case, please follow the procedure below:

Procedure for applying for unscheduled breaks.

a) Contact Academic Manager by email, giving the reason for requesting a holiday, the dates of the requested holiday, evidence to justify granting the holiday.

Circumstances where these requests may be considered are:

a) Illness, where this is supported by a Certificate of Incapacity for Work from a registered Medical Practitioner. This certificate must be in English.
b) Bereavement. On the death of an immediate family member. Students may be asked to provide evidence of this bereavement, in a mutually agreed format.
c) Any other situation where a holiday is requested will be dealt with in a case-by-case process. The relevant situation should be of similar gravity to cases a) and b).