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## **EP Policy – Student holiday allowance (all locations)**

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### 1. Purpose

The purpose of this policy is to outline the holiday allowance for students at all EP locations, ensuring students understand their entitlements based on the duration of their courses while considering visa restrictions and academic requirements.

### 2. Scope

This policy applies to all students enrolled in courses at any EP location, with specific guidelines for students studying at each location.

### 3. Policy statement

EP is committed to providing students with appropriate holiday allowances to support their well-being and academic success. Holiday allowances are determined based on the duration of the student's course, with specific considerations for visa regulations.

### 4. Holiday allowance (General)

- Holiday request to administration must be taken in full weeks (Monday to Friday).
- Single days off must be requested to school team and will be registered as absence unless the absence is authorised e.g. visa office visit with documentation provided.
- Christmas break and Eid is included within holiday allowance.
- No more than two weeks holiday can be taken at once.
- For any students without visa restrictions, we offer 1 week of holiday for every 12 or 8 weeks booked.
- Requests outside of normal holiday allowance must be approved by Centre Manager/Director of Studies.
- In exceptional cases, students taking more than 4 weeks of vacation may need to retake the placement test and risk being placed at a lower level.
- Students in the Professional Certificate or EAP courses cannot take a vacation once the course has commenced.
- Additional medical insurance must be paid if the original insurance expires on the original end date.
- Your course will be automatically extended by the number of holiday weeks approved.

### 5. Holiday allowance by location

EP Dubai	
<b>Tourist Visa &amp; Visa on Arrival:</b>	1 week of holiday for every 8 weeks booked as long as this does not create an overstay on the visa.
<b>Education Visa</b> <i>Please note that you cannot leave the country during this time.</i>	1 week of holiday for every 8 weeks booked as long as this does not create an overstay on the visa.
<b>1 Year Student Visa</b>	<b>English Course</b> – 1-4 weeks allowed. These should be taken separately not all at once.  <b>Between English course + Level 2</b> (Student can take holiday in between two courses but their whole stay in Dubai should not be exceed 1 year as student visa is valid for 1 year)  <b>Level 2 Programme</b> – no holidays.

EP Malta	
<b>Tourist Visa &amp; Visa on Arrival:</b>	1 week of holiday for every 8 weeks booked as long as this does not create an overstay on the visa.
<b>Short / Long Term Visa Holders:</b>	<b>Course length:</b> Less than 8 weeks booked: no holiday 8 weeks: 1 week of holiday 12 weeks: 2 weeks of holidays 24 weeks: 4 weeks of holidays 48 weeks: 6 weeks of holidays
<b>Additional Considerations:</b>	Holiday policy applies to both local/EU and TCN students.

EP Dublin	
<b>Tourist Visa &amp; Visa on Arrival:</b>	1 week of holiday for every 8 weeks booked as long as this does not create an overstay on the visa.
<b>Short / Long Term Visa Holders:</b>	Holidays can only be taken after completion of 8 weeks of study. Holidays cannot exceed 1/3 of the time already studied.

EP UK schools / Toronto/ Paris / Berlin	
<b>Regardless of visa type if visa is valid after adding holiday</b>	1 week of holiday for every 12 weeks booked as long as this does not create an overstay on the visa.
<b>Special note for UK schools</b>	For UK sponsored students, all holidays will need to be approved by their counsellor before EP approves it.

EP Brisbane	
<b>Tourist visa &amp; Working Holiday Visa</b>	1 week of holiday for every 8 weeks booked as long as this does not create an overstay on the visa.

## 5. Requesting Holidays

- **Advance Notice:** Students must submit a holiday request form at least two weeks in advance of the desired holiday period.
- **Approval:** All holiday requests are subject to approval by the administration, based on course requirements and visa restrictions.
- **Documentation:** Students must provide appropriate documentation if holidays are required for personal or emergency reasons.

## 6. Responsibilities

- **Administration:** Responsible for managing holiday requests, ensuring compliance with visa regulations, and communicating policies to students and staff.
- **Teachers and Staff:** Responsible for informing students about their holiday entitlements and assisting with planning around holiday periods.
- **Students:** Expected to understand their holiday entitlements, the impact of visa restrictions, and plan their holidays accordingly. Must submit requests within the specified time frame.

## 7. Communication

The holiday allowance policy will be:

- Published on the English Path website.
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- Included in the student handbook.
- Communicated via email to all students and staff

## 9. Policy Review

This policy will be reviewed annually or as necessary to ensure its effectiveness and alignment with institutional goals and student needs.

## 10. Workflow

The student submits a holiday request form via QR code at least two weeks before the desired holiday period.

The student will receive an automated email confirming the request has been received.

The holiday request will be reviewed and approved within 48 hours.

The student will receive a confirmation email with the updated end date of their course after the holiday is added. If changes or cancellations are needed, they should submit a new request.