

Request for Study Break Policy

Students may request a study break based on the duration of their program. All requests must be approved, and received at least 5 business days prior to the start of the proposed break.

Program Length	Eligible Study Break
5-12 Weeks	1 Week
13-23 Weeks	2 Weeks
24-35 Weeks	3 Weeks
36+ Weeks	4 Weeks

Procedure

Students must complete a yellow **Vacation Request** form which is available at the reception desk. Forms must be submitted to the reception desk a minimum 5 days prior to vacation.

Course Schedule Changes Policy

Students may change their study hours after starting their courses. There will be no cash refund for these changes. Eligible time will be credited based on prices as listed in the student's invoice.

Procedure

1. Students must complete a pink **Class Change Request** form which is available at the reception desk.
2. Forms must be submitted to the reception desk by 12:00 pm Thursday.
3. If class change request is granted, class changes will begin from the following Monday.