



English Path

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English Path Global Holiday Policy

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1	Dorian Grey	Kathleen Law	4	Head of Academics Head of Admissions	15/7/2024

Introduction

This policy outlines the holiday entitlements for students at all English Path locations. It provides guidance on requesting holidays, visa considerations, and local public holiday closures. The policy ensures consistency across centres while supporting student well-being, academic progress, and compliance with local regulations.



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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. Definitions

Authorised Absence: A day missed with prior approval from school staff, typically for valid reasons such as visa appointments, medical emergencies, or personal matters that have been formally approved. Relevant documentation must be submitted (e.g. Visa appointment letter, medical note).

Bank Holiday: A national or regional public holiday during which schools and administrative offices are closed. Bank holidays vary by country and are recognised as non-instructional days.

EAP Courses: English for Academic Purposes courses designed to prepare students for academic study. These are intensive programmes with fixed schedules and do not permit holidays once commenced.

Full Week: Defined as five consecutive weekdays, Monday through Friday. All student holiday requests must be taken in full weeks.

Holiday Allowance: The number of weeks a student is permitted to take as a break from studies during their course, subject to course duration and local school regulations.

Overstay: When a student remains in a country beyond the permitted duration of their visa. Overstays may result in legal penalties or visa issues.

TCN (Third Country National): A student who is a national of a country that is not a member of the European Union (EU) or European Economic Area (EEA).



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4. Responsibilities

- **Administration:** Responsible for managing holiday requests, ensuring compliance with visa regulations, and communicating policies to students and staff.
- **Student services:** Responsible for informing students about their holiday entitlements.
- **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.

5. Policy

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.

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.
- Christmas break (or Eid break for relevant countries) is included within holiday allowance.
- No more than two weeks holiday can be taken at once.
- 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.



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Holiday allowance by location

EP Dubai	
Tourist Visa & Visa on Arrival:	1 week of holiday for every 4 weeks booked as long as this does not create an overstay on the visa.
6 Month Student Visa	Study time of 14 – 20 weeks: 2 weeks holiday permitted
1 Year Student Visa	English Course: 1-4 weeks allowed. These should be taken separately, not all at once. Between English course + Level 2: (Student can take holiday in between two courses but their whole stay in Dubai should not exceed 1 year as student visa is valid for 1 year) Level 2 Programme – no holidays.
Bank holiday closures in Dubai 2025	5 – 6 June 26 June 5 September 01- 03 December.
Bank holiday closures in Dubai 2026	01 January 18 – 20 March* 26 – 29 May* 17 June* 25 August* 01 – 03 December
Additional considerations	* NB. Islamic New Year, Eid Al Fitr (Ramadan), Eid Al-Adha, Prophet Muhammad's Birthday, dates are determined by the Islamic lunar calendar and are likely to shift each year. We recommend double checking the exact dates closer to those times to ensure accurate planning for your course



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EP Malta	
Regardless of visa type if visa is valid after adding holiday	Course length: Less than 8 weeks: 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
Bank holiday closures in Malta 2025	08 December 22-26 December
Bank holiday closures in Malta 2026	01 January 10 February 19 March 31 March 03 April 01 May 29 June 08 September 08 December 21-25 December
Additional Considerations:	Holiday policy applies to both EU and non-EU (Third Country National) students.

EP Dublin	
Regardless of visa type if visa is valid after adding holiday	Holidays can only be taken after completion of 8 weeks of study. Holidays cannot exceed 1/3 of the time already studied.
Bank holiday closures in Dublin 2025	02 June 04 August 27 October 22-26 December
Bank holiday closures in Dublin 2026	01 January 02 February 17 March 03 and 06 April 04 May 01 June 03 August 26 October 25 December – 1 January (Reopen on the 4th of January)

EP UK schools / Toronto/ Paris / Berlin / Madrid / Riyadh

Regardless of visa type if visa is valid after adding holiday	1 week of holiday for every 4 weeks booked as long as this does not create an overstay on the visa (if relevant).
Special note for UK schools	For UK sponsored students, all holidays will need to be approved by their counsellor before EP approves it.
Bank holiday closures in the UK 2025	25 August 22 – 26 December
Bank holiday closures in the UK 2026	01 January 03 and 06 April 04 May 25 May 31 August 25 December – 01 January (Reopen on the 4th of January)
Bank holiday closures in Toronto 2025	01 July 04 August 01 September 13 October 22 – 26 December
Bank holiday closures in Toronto 2026	01 January 16 February 03 April 18 May 1 July 07 September 12 October 25 December – 01 January (Reopen on the 4 th of January)
Bank holiday closures in Paris 2025	11 November 22 – 26 December
Bank holiday closures in Paris 2026	01 January 06 April 01 May 08 May 25 May 14 July 11 November 25 December – 01 January (Reopen on the 4 th of January)
Bank holiday closures in Berlin 2025	03 October 22 – 26 December
Bank holiday closures in Berlin 2026	01 January 03 and 06 April 01 May 14 May 25 May 25 December – 01 January (Reopen on the 4 th January)



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Bank holiday closures in Madrid 2025	15 August 13 October 01 November 08 December 22 December – 01 January
Bank holiday closures in Madrid 2026	01 January 06 January 03 April 01 May 15 May 12 October 08 December 25 December – 01 January (Reopen on the 4 th of January)
Bank holiday closures in Riyadh 2025	05 – 09 June* 26 June* 23 September
Bank holiday closures in Riyadh 2026	18 February 11 March* 20 March 26 – 29 May* 16 June* 23 September 21 December * NB. Some dates are tentative dates and are likely to shift. We recommend double checking the exact dates closer to those times and ensure accurate planning for your course.

EP Brisbane	
Tourist visa & Working Holiday Visa	1 week of holiday for every 4 weeks booked as long as this does not create an overstay on the visa.
Student Visa	If holidays are not pre-booked, students can take only 4 weeks off at the end of their course. If holidays are pre-booked, students can take 4 weeks off for every 12 weeks of study . EP Student Services will confirm pre-booked holidays upon arrival.
Bank holiday closures in Brisbane 2025	13 August 06 October



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Bank holiday closures in Brisbane 2026	22 December – 02 January (Reopen on the 5 th January)
	01 January
	26 January
	03 and 06 April
	04 May
	12 August
	05 October
	25 December – 01 January (Reopen on the 4 th of January)

EP Online	
Booking of 12 weeks or longer.	Up to 2 weeks of holiday permitted. Please send request to online@englishpath.com
Holiday Closures for EP Online 2025	22-26 December
Holiday Closures for EP Online 2026	01 January 03 and 06 April 25 December – 01 January (Reopen on the 4 th of January)

Requesting Holidays

- **Advance Notice:** Students must submit a holiday request form at least two weeks in advance of the desired holiday period. Please request the form from Student Services.
- **Australian Student Visa Holders:** Students should request holidays at the time of enrolment.
- **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.

Communication

The holiday allowance policy will be:

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



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6. References and related policies

References.

This policy has been developed in alignment with relevant academic, immigration, and quality assurance requirements across English Path's global network. These include, but are not limited to:

- British Council Accreditation UK – Management Standards
- Quality and Qualifications Ireland (QQI) – Code of Practice for Provision of Education to International Learners
- ELICOS Standards 2018 (Australia)
- Relevant national immigration and education regulations in host countries
- English Path Student Handbook and Academic Framework

Related policies

- Attendance Policy

English Path policies are available [here](#).

7. Policy Review

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

8. Appendices

Appendix A – Holiday Request Workflow



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Appendix A – Holiday Request Workflow

