**Advance English Academy**

**Vacation Request Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please read and follow the Vacation Policy before it is approved:**

* If you have received a Warning Letter in the past 2 months, you may not take a vacation.
* You must have studied at the school 3 full quarters before you can take a vacation.
* Vacation can only be taken immediately following the end of a quarter.
* If you are taking vacation outside of the USA, you must meet the DSO with your passport, I-20, and a copy of your flight itinerary.
* You must continue your studies at the school after your vacation. Students who fail to do so will be terminated.
* Before leaving on vacation, you must extend your I-20 (if necessary – see line above).
* Your vacation is not approved until Academic Director, and Director sign.

□ I have read and understood the Vacation Policy.

□ I have extended my I-20 (if necessary).

I am requesting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_week(s) of vacation.

The vacation will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and finish on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--- Administration and Faculty Section ----

PDSO/DSO’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s end date post-dates vacation end date: □ No warning letters for student in last 2 months: □