**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 any vacation longer than the fixed-week following the end of the quarter.
* Vacation can only be taken immediately following the end of a quarter.
* If you are taking vacation outside of the USA, you must contact the school DSO to obtain a travel signature on your I-20.
* 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).

□ 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: Alert Academic Director if the following condition true

*Student’s end date pre-dates vacation end date*: □

Attendance staff / Academic Director: Alert Academic Director if the following condition true:

*Warning letter(s) issued to student in last 2 months*: □