



VACATION REQUEST

Explanation of how to receive a VACATION CREDIT and how to complete the attached NOTIFICATION OF VACATION SCHEDULE form:

1. What is a VACATION CREDIT and how do I know if I have one available to me?

VACATION: Parents of children enrolled for a full year (12 months – option 1 on tuition agreement) may take a one week tuition-free vacation between September 1st and August 31st.

We require a 2-WEEK NOTICE in order to provide you with the vacation credit. Vacation time must be taken as a full week and cannot be taken as individual days. Parents who elect a PARTIAL YEAR ENROLLMENT are NOT ELIGIBLE for a vacation credit.

2. How should I complete the attached form?

- 1) Fill in your child's name and the dates that you will be on vacation.
- 2) Determine if you are eligible for a vacation credit (see above).
- 3) If you are eligible for a credit, check off option #1. We will apply the credit to your AUGUST tuition bill.
- 4) If you are not eligible for a credit please check option #2. Your tuition will not be adjusted and your regular tuition payment will be due.
- 5) Please leave a check dated for your regular tuition day prior to your vacation.
- 6) Sign and date the bottom of form. Return this form to the office on your child's next day of school.



<u>For Office Use Only</u>	
Received By: _____	
Date: _____	Full Year: Yes _____ No _____

Notification of Vacation Schedule

A. Please be advised that my child(ren) _____
Name(s)

Will be on vacation from _____ to _____

PLEASE COMPLETE THE FOLLOWING ITEMS: Refer to guidelines on the cover letter.

B. My tuition is paid on a _____ Monthly schedule
_____ Weekly schedule

- ⇒ ALL VACATION CREDITS WILL BE APPLIED TO THE AUGUST TUITION.
- ⇒ WEEKLY TUITION PAYORS MAY SELECT EITHER OF THE LAST TWO FULL WEEKS IN AUGUST.

C. Check only one:

1. _____ I am taking this week as a **VACATION CREDIT**. I understand that the credit will be applied to my August tuition.
2. _____ This is a **NON-CREDIT** vacation week. I understand that my tuition will be unchanged.

Parent Signature _____

Today's Date _____