**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 for 3 full quarters before you can take flexible vacation.
* Flexible vacation can only be taken immediately following a fixed vacation week.
* Vacation (fixed/flexible) can only be taken at the start of a quarter (not in the middle).
* You must resume classes after your vacation. Students who fail to do so will be terminated.
* Before leaving on vacation, confirm if your I-20 needs to be extended.
* If you are taking vacation outside of the USA, you must contact Student Services or Operations to confirm you have appropriate documents.

□ I have read and understood the above vacation policies.

□ I have confirmed my I-20 program end date is not during my vacation period.

I am requesting:

□ 1 week of fixed vacation.

Additional weeks of flexible vacation (do not fill out unless you’re eligible) -- choose only one option:

 □ 0 weeks
 □ 1 week
 □ 2 weeks
 □ 3 weeks
 □ 4 weeks
 □ 5 weeks
 □ 6 weeks

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