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VACATION REQUEST FORM:

Today's Date: _____

Name: _____

Dates of Vacation: _____

(Vacation must be requested 2 terms in advance of the desired vacation.)

You must have been in a SEVP approved school for a total of 7.5 months or 5 terms. 3 terms must have been at TEI, and you must be in good academic standing before you may request vacation and maintain your visa status with 80% attendance and 75% GPA until you start your vacation.

Dates at SEVP school: _____

Please provide the address and locations where you will be during your break and contact # to reach you.

Address: _____

Phone #: _____

Signature of PDSO: _____

Date

Signature of Student: _____

Date

Policies for Vacation:

Vacations must line up with the dates of TEI terms. Vacations cannot begin or end in the middle of terms.

The vacation is a maximum of 2 terms.

___ I understand I must pay a deposit of \$500 before my vacation is approved and to hold my spot in the program. This is due 2 weeks before I start vacation.

___ I understand I am required to enroll and pay for my next course in full 2 weeks prior to returning.

___ I understand my current level may not be available upon return- the school will make efforts to place me in the best class according to the vacation policy,

___ I may need to test to continue with my current class or be placed with a different class.

___ I understand that failing to follow proper vacation procedures may lead to visa termination or suspension.

___ I understand I must be maintaining status with "Good Academic Standing" (75% GPA and 80% Attendance) to qualify for vacation.

___ I understand that I must be in good financial status with TEI to request a transfer while on vacation and sign a Transfer Out Form 1 term in advance of transferring.