



2030 Powers Ferry Rd SE
Suite 130
Atlanta, GA 30339-5060
678-324-8760

VACATION REQUEST FORM

Student Name: _____

Today's Date: _____

Section A.

Circle Yes or No to see if you are eligible to request vacation:

- My last vacation at an SEVP school was more than 7.5 months (5 terms) in the past.

Yes or No

- I have studied at The English Island (TEI) for 3 terms.

Yes or No

- My attendance at TEI is 80% or higher.

Yes or No

If you circled **NO to any of the above questions, you are NOT eligible to request vacation at this time. If you circled **Yes** to all of the above questions, please complete **Section B** and **C**.*

Section B.

Complete the blank sections in full.

Dates of Vacation (i.e. Term 1 and Term 2): _____

Initial Program Start Date in the US: _____

Address while on Vacation: _____

Phone Number while on Vacation: _____



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Section C.

Please read the policies for vacation below. Put your initials in the blanks to show that you understand the policies for vacation.

Policies for Vacation:

____ I understand that 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 \$630 after my vacation is approved and to hold my spot in the program. This is due 3 weeks before I start vacation. **NOTE:** due to high demand, the deposit amount may increase to up to \$1260 if your deposit is received less than 3 weeks before you start vacation.

____ 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 that I must maintain an attendance of 80% two terms before the start of my 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 one (1) term in advance of transferring.