



THE ENGLISH ISLAND

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 4 terms in the past, or this is my first vacation.

Yes or No

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

Yes or No

- My attendance at TEI was (or will be) 80% or higher two terms before my requested vacation term.

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.

Vacation Term (i.e. 2025 Term 1): _____

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. Vacation cannot begin or end in the middle of terms. The vacation length is 1 term.

____ I understand I must pay a deposit of \$630 before 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 and schedule may not be available upon return - the school will make efforts to place me in the best level and schedule according to the vacation policy.

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

____ I understand that I must maintain attendance of 80% or higher two terms before my requested vacation term.

____ 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.

Student Signature

PDSO Signature

Date: _____

Date: _____