



Vacation Credit Request

Vacation Credit – School Year

- Students enrolled to attend full days for the entire school year will receive one week's credit for vacation
- No vacation credit given if there is an outstanding tuition balance
- No vacation credit given for part day students
- If withdrawn early, no credit is given
- Vacation credit is restricted to consecutive days. Credit does not carry over
- Vacation credits will not be applied to accounts with an outstanding or overdue tuition balance. To be eligible for a vacation credit, all tuition payments must be current at the time the credit is requested and applied.

Vacation Credit – Summer

- Students enrolled to attend full days for the entire summer program will receive one week's credit for vacation
- No vacation credit given if there is an outstanding tuition balance
- If withdrawn early, no credit is given
- Vacation credit is restricted to consecutive days. Credit does not carry over
- Vacation credits will not be applied to accounts with an outstanding or overdue tuition balance. To be eligible for a vacation credit, all tuition payments must be current at the time the credit is requested and applied.

Please submit this request form to the school office no later than the Friday before the week intended to vacation.

Week Requested _____

Child's Name _____

Child's Schedule _____

Teacher's Name _____ Room _____