

Request for Vacation Tuition Waiver

(Eligible after 3 months of continuous enrollment)

Child's name _____

Classroom _____

Vacation start date (Monday) _____

Vacation end date (Friday) _____

Request must be submitted three weeks prior to vacation start date & cannot be used in the final two weeks of enrollment in the program. Vacation must be five consecutive days (Monday-Friday) to qualify for tuition waiver. Tuition credit will be applied after the vacation has occurred. Submitting this request forfeits your spot in the classroom for the dates indicated above. Any changes to this request must be submitted in writing and classroom availability is not guaranteed.

Parent Signature _____

Date _____

☐ Approved

☐ Denied

☐ Not submitted three weeks in advance

☐ Is not a consecutive five days of Monday-Friday

☐ Is within final two weeks of enrollment

☐ Child has not been enrolled for at least three months

☐ Other: _____

Administrative Signature

Date

For office use only

Schedule adjusted _____

Schedule noted _____

By _____