



VACATION REQUEST FORM



Child's name _____

Class & Teacher _____

Dates requested _____



JOURNEY OF FAITH SCHOOL'S VACATION POLICY

- Tuition will remain the same for each week during the school term including those days where you may wish to take time off for vacation.
- After your child has been enrolled for **one full year**, you will become entitled to two vacation weeks at half price.
- You must notify the school office prior to vacation by completing a Vacation Request Form (available in the school office).
- Vacation periods are for full weeks only, Monday through Friday. **Vacation credits may not be used for days the school is closed.**
- Tuition refunds or credits will not apply for any school closure beyond our control.
- Vacation credit is valid through each school year (July to June).
- Vacation credit for the current school year expires the last week in June. If it is not used by that time, it is not transferable to the next school year.

OFFICE USE ONLY

Approved:

Not approved:

Amount of credit:

Reason:

Week(s) credited:

Signature:

Date: