

### ANNUAL VACATION REQUEST FORM

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SEVIS ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Current Program:** \_\_\_\_\_

**TERM REQUESTED:** \_\_\_\_\_

Student is required to submit the documents below along with this form to DSO **by the orientation date**;

1. \$300 annual break fee receipt. (Student who register for CPT class during break is required to pay for the CPT class tuition fee only)
2. Bank statement that cover all expenses during the annual break.

**I understand that if the annual vacation request is not approved by DSO, I am required to register to classes by the registration deadline. Failure to register to class will cause termination.**

**I also understand that I am allowed to take an annual break until end of this specific quarter only so that I will register and attend the classes in the next term. Failure to return to school will cause termination.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Financial Officer uses only.

Please check;

- The above student has the balance due in an amount of \$ \_\_\_\_\_
- The above student does not have any current balance.
- Additional comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_