



## Summer Vacation Week Request Form

Student Name: \_\_\_\_\_

Campus: \_\_\_\_\_ Class: \_\_\_\_\_

### Summer Vacation Policy

A vacation of two weeks (consecutive days each) may be taken each summer during the months of July and August. To be eligible for summer vacation weeks, the student must be enrolled with AMA for a minimum of 6 months. Tuition is prorated during a vacation, but the "Vacation Request Form" must be completed with advance notice of at least one day. If a family would like to take a vacation and they do not have any more vacation weeks available, we recommend submitting a withdrawal notice on our form thirty days prior to the vacation to withdraw from the program (withdrawals and vacations are not accepted when enrolled in the elementary program). Placement cannot be guaranteed upon returning, but no additional enrollment fees will be charged.

I would like to have the following week(s) for summer vacation:

1st week \_\_\_\_\_

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

2nd week \_\_\_\_\_

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

Date Received: \_\_\_\_\_ Director Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

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