

ELI Student Vacation Request Form

NAME: (Family, Given)	ID NUMBER:
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In order to be eligible for a one or two month vacation, you must meet the following criteria:

- You have held full time student status for at least 8 continuous months.
- Your I-20/IAP-66 form must be valid through the end of the returning session, prior to leaving the ELI for the approved vacation. A current bank statement will be required to be on file in the Foreign Student and Scholars office demonstrating funds which meet US Immigration requirements through the end of the returning session.
- You must be a student in good standing in regards to grades and attendance.
- You are required to return to the ELI as a full time student after your approved vacation. If you take a half session off, you must return for at least a half session. If you take a full session off, you must return for at least one full session.
- Payment of 50% of the tuition fee for the returning session, and full payment of the Student Health Services Fee and the Insurance Fee for the vacation session, must be received prior to leaving ELI for the approved vacation. Note: ID cards for all vacationing students will remain active during the vacation period.

Student, please complete the following:

REASON FOR VACATION REQUEST: _____

DESTINATION DURING VACATION: _____

ARE YOU REQUESTING A HALF SESSION OR A FULL SESSION? _____

VACATION SESSION DATES: LEAVING _____ **RETURNING** _____

EMERGENCY CONTACT NUMBER _____

Vacation is **NOT PERMITTED** until your vacation request is approved by **both** ELI and the Foreign Student & Scholar Services. If you take vacation without this approval you will be considered **out of visa status** and will be responsible for paying all charges for that session. If you are approved for a vacation, you must report to the ELI no later than the Friday before your returning to class to register for your classes and receive your schedule.

_____ Student Signature _____ Date _____

===== **ELI Office Use Only** =====

Original Starting Session
I-20/IAP-66 Expiration Date
Tuition paid for returning session?
Grades & Continuous Attendance Status Acceptable?
Half Session? (session # and month off)
Full Session? (session #)

Approved by _____ Date: _____
(ELI) Dr. Scott Stevens/Deb Detzel

Approved by _____ Date: _____
(FSSS) Susan C. Lee