



Date Submitted (Today's date): \_\_\_\_\_

Place a check beside the request you are making as listed below:

\_\_\_\_\_ **Vacation Credit Request**

\*\* Vacation Policy: Each child is allowed one "free week" as vacation or absentee credit after **one full year** of continued enrollment however,

1. the billing account must be current.
2. The 5 days must be taken a full week at a time, and on consecutive days.

\_\_\_\_\_ **Withdrawal Request**

\*\* Withdrawal Policy: SolVerus Academy requires a two (2) week written notice of withdrawal. Parents will be charged the regular tuition rate for this period if proper notice is not given.

Parent Name: \_\_\_\_\_

Name of Student(s) for request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates you would like to apply the **vacation credit** (if applicable) : \_\_\_\_\_

Last date of attendance (for withdrawal request): \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_

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

You will receive a phone call or email confirming your credit has been applied as requested.

Phone No. \_\_\_\_\_ E-mail: \_\_\_\_\_

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**INNER OFFICE USE**

Date of Enrollment: \_\_\_\_\_

Date of last Vacation Credit Applied: \_\_\_\_\_

Comments: \_\_\_\_\_