

Office of International Education & Study Abroad

Vacation Request Form

VACATION QUARTER: You may request to take a vacation quarter, any quarter, and take zero to 11 credits, if you have completed three full-time consecutive quarters while being enrolled in 12 or more college level credits or 18 Intensive English credits and not be on academic suspension.

YOU MUST have zero balance on your student account including health insurance charge BEFORE your Vacation Quarter Request will be approved at the end of quarter. Vacation quarter approval may also depend on final grades and/or Probation situation.

Name: _____ SID: _____

Address: _____

Phone Number: _____ OC Email: _____@student.olympic.edu

Please answer the following questions:

I am planning to take a vacation quarter in the following quarter (please check one).

Summer; Fall; Winter; Spring; 20____ (Year)

I have been enrolled in 12 credits or more each quarter in 3 consecutive quarters, and am eligible to take a vacation quarter. Furthermore, I intend on enrolling in a full course of study upon returning from the vacation quarter.

I have no balance on my account including health insurance charge.

I informed OC housing staff about my quarter vacation (For Res Hall & Homestay).

Signature: _____ Date: _____

Office Use Only:

Academic Alert/Suspension/Warning OPT RCL Change of Status Program

End Date: _____ Passport expiration _____ Visa expiration: _____

Travel Authorization Transcript No balance on FMS Flight Itinerary

Academic Advisor: Approved Denied Other: _____

Signature: _____ Date: _____

P/DSO: Approved Denied Other: _____

Signature: _____ Date: _____