

# VACATION REQUEST FORM INSTRUCTIONS

Although all enrolled families are contractually responsible for year-round tuition payments, the center will grant a one week credit to all, for vacations. The credit will be granted at the discretion of the director. All enrolled children will be eligible following these guidelines:

1. The child must be in attendance for at least 12 consecutive weeks.
2. All tuition, registration fees, etc. must be current.
3. Only one credit will be issued per calendar year, at least 12 weeks from the child's first day of attendance, and not before.
4. All credit inquiries require a two week notice and all must fill out a VACATION REQUEST FORM.
5. The director reserves the exclusive right of denial.
6. All credits to be assigned, will be credited on a pro rata schedule of 5 consecutive weeks.\*

\*A one week tuition credit reflects a five day school week. You will be credited one day per week, for five consecutive weeks.

Example 1: If you take a ONE WEEK VACATION, and your tuition is \$140 p/week, you will owe 1 week of tuition, (payable before you leave), and receive one week free which will be credited one day per week for five weeks. Thus, you will pay \$112 for five weeks instead of the regular \$140 tuition rate. Please note that BEFORE YOU LEAVE for vacation, (if your weekly tuition rate is \$140), you will owe \$112, (\$140 minus the pro rated daily rate credit of \$28 = \$112). Upon your return, your tuition rate will be adjusted to \$112 for the next four weeks, to reflect your credit.

Example 2: If you take a TWO WEEK VACATION, and your tuition is \$140 p/week, you will owe two weeks of tuition, (payable before you leave), and receive one week free which will be credited one day per week for five weeks. Thus, you will pay \$112 for five weeks instead of the regular \$140 tuition rate.

Please note that BEFORE YOU LEAVE for vacation, (if your weekly tuition rate is \$140), you will owe \$140, plus the second week @ \$112, (\$140 minus the pro rated daily rate credit of \$28 = \$112). Upon your return, your tuition rate will be adjusted to \$112 for the next four weeks, to reflect your credit.

We apologize for any confusion, but this policy helps the center to stabilize the center's financial condition when vacation season arrives and many vacations are taken at the same time, which has a substantial impact on the center's finances.

Please note that extended absences will result in re-registration, (plus the fee), and may result in being placed on a waiting list.