



Belltower Montessori Academy Vacation Credit Request Form

Two weeks of vacation credits can be applied for each complete school year. The child must have been continually enrolled for the complete current school year in order to receive the 2 week vacation credit at 50% tuition. If enrolled for at least half of the school year, one week at 50% will be granted. Credit will be applied directly to the account equal to 50% of the week of billed tuition. To receive a week of vacation credit you must take a full week of vacation at one time, you are not able split days/weeks. The child is required to be absent from school in order to receive the vacation credits. If you are ineligible for the time requested the Director will notify you.

PLEASE COMPLETE THIS FORM ONE MONTH IN ADVANCE OF ABSENCE
IN ORDER TO RECEIVE THE VACATION CREDIT.

Child's Name: _____

Parent's Name: _____

Child's Classroom: _____

Vacation Request: From: _____ To: _____

Parent's Signature: _____ Date: _____

To be completed by Office Staff only:

Date Received: _____

Received By: _____

Status: Approved Denied: Reason: _____

Date credit applied to account: _____

Ledger check for school year Schedule override completed