



Belltower Montessori Vacation Credit Request Form

Two weeks of vacation credits will be given each year during the summer months of July and August. Credit will be applied directly to the account equal to the week of billed tuition. To receive the credit, your child is required to be absent during the entire week. The week of vacation must be 5 consecutive school days, you may not split days.

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