

VACATION REQUEST  
**MUST BE A 30 DAY NOTICE**

\_\_\_\_\_  
DATE SUBMITTED

FAMILY LAST NAME: \_\_\_\_\_

\_\_\_\_\_ will be on vacation beginning \_\_\_\_\_ and will return  
NAME OF STUDENT  
on \_\_\_\_\_.

We agree to pay the dojo fees for 30 days from the date we plan on returning.

**Example 1:** Client will be on vacation from June 1 and returning on September 1. The client will pay September dues and the administration fee **prior** to leaving on vacation. Then his/her monthly fees will not be due until Oct 1.

**Example 2:** Client will be on vacation from June 1 and returning on August 15. The client will pay for all of August dues and half of September dues as well as the Administration fee **prior** to leaving on vacation. Then his/her monthly fees will not be due until Sept 15.

**We also understand the following:**

1. The \$30.00 Administration Fee is due **prior** to taking the vacation. \_\_\_\_\_
2. We may need to fill out a new emergency release form and credit card authorization form \_\_\_\_\_
3. Our rates will be raised to the current dojo rates. \_\_\_\_\_
4. If we do not return by the date specified we will give you an additional 30 days notice. \_\_\_\_\_
5. Leave of Absence/Break for 1-29 days - No refunds or pro-ration of monthly dues will be given. No exceptions. \_\_\_\_\_ **PLEASE INITIAL ON LINES 1-5 THAT YOU HAVE READ AND UNDERSTOOD**

\_\_\_\_\_ Print Name of Family

\_\_\_\_\_ Signature

\_\_\_\_\_ Date Signed

\_\_\_\_\_  
**FOR OFFICE USE ONLY**

THIS FORM HAS BEEN RECEIVED BY \_\_\_\_\_ ON \_\_\_\_\_, 20\_\_\_\_