

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____