



SOUTH BAYLO UNIVERSITY

1126 N. Brookhurst Street, Anaheim, CA 92801 TEL: 714-533-1495 FAX: 714-533-6040 WEB: www.southbaylo.edu

ANNUAL VACATION REQUEST FORM

AVR-A

Student may be granted vacation time within a 12-month period. However, vacation time may not exceed 180 days in any given 12-month period. Vacation time request must be approved by the Academic Dean and either by the Financial Aid Officer or International Student Advisor. The approved vacation time will not be counted in the calculation of the maximum program length.

I, _____, ID # _____, a student of South Baylo University, hereby request vacation time for _____ quarter of _____(year) beginning on _____ to _____. I plan to return and continue with full course of study on _____ quarter of _____(year).

I understand that if I do not return to South Baylo University (SBU) after the approval vacation date, my status with SBU will be changed to Withdrawal status.

Initial

I hereby read and understood all the rules and regulations pertaining to Vacation Request.

STUDENT'S SIGNATURE

DATE

ACADEMIC DEAN'S SIGNATURE

DATE