



- Anaheim Main Campus:** 1126 N. Brookhurst St., Anaheim, CA 92801-1701
Tel: 714-533-1495 Fax: 714-533-6040
- Los Angeles Campus:** 2727 W. 6th St., Los Angeles, CA 90057-3139
Tel: 213-738-0712 Fax: 213-480-1332

VACATION REQUEST FORM

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.

International Students only **F1**

Students are allowed to take one (1) quarter off after completing three (3) consecutive quarters. Vacation request must not exceed one (1) quarter period per academic year. Students may not request for vacation on the last quarter of the degree program completion. I hereby read and understood all the rules and regulations pertaining to Vacation Request.

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

Student's Signature

Date

International Student Advisor

Date

Academic Dean's Signature

Date