**Please note: as educators, Summit does not authorize vacation. The purpose of this form is:**

1. **To confirm Student’s vacation request is approved by the Funding Agent**
2. **To ensure Summit College invoices the Funding Agent properly**

**This form is to be filled out when a student goes on vacation for 3 or more consecutive days. Submit to Support Office and GM.**

**A. Personal Information:**

|  |  |
| --- | --- |
| Student: |  |
| Campus Leader / Campus: |  |
| Funding Agent: |  |

**B. Please indicate the dates and days requested:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From |  | through |  | = total days |  |

**C. Please check one of the following scenarios (Campus Leader to discuss with the Funding Agent and student):**

**FOR STUDENTS CURRENTLY IN A NON-DIPLOMA PROGRAMS**

|  |  |
| --- | --- |
|  | The student is not expected to make up for the lost time (e.g. the student is ahead of schedule with his/her prescribed timeline and is expected to remain on schedule); therefore, no extension is required. Summit will not invoice during this vacation period. [Monthly BITS report should state 0 hpd/BITS] |
|  | The student’s end date will be extended by the same amount of the vacation period (e.g. a student on vacation for 1-week means extending their end date by 1-week) to make up for the missed time; therefore, Summit will not invoice during this vacation period. [Monthly BITS report should state 0 hpd/BITS] |
|  | The student is not expected to make up for the lost time (e.g. the student is ahead of schedule with his/her prescribed timeline and is expected to remain on schedule); WTS does not have any issues with us continuing to invoice as usual.  [Keep BITS/hpd as is on the monthly BITS report] |
|  | The student’s end date is not being extended, the student will make up for this missed time by coming in earlier or staying later; therefore, Summit will continue to invoice during this vacation period. [Keep BITS/hpd as is on the monthly BITS report] |

**FOR STUDENTS CURRENTLY IN A DIPLOMA PROGRAM**

|  |  |
| --- | --- |
|  | Invoice weekly as usual so full program tuition cost is collected. This only applies if the student’s program end date remains the same. [Keep BITS/hpd as is on the monthly BITS report] |
|  | The student’s end date will be extended by the same amount of the vacation period (e.g. a student on vacation for 1-week means extending their end date by 1-week) to make up for the missed time; therefore, Summit will not invoice during this vacation period. [Monthly BITS report should state 0 hpd/BITS] |