



Revised on: 05/29/09

## REQUEST TO TAKE A QUARTER OFF (Credit Students in F-1 Status)

**Annual vacation quarter for F-1 credit students:** You may take a “vacation” quarter and remain in the U.S. if you have completed 3 full time (12 credits or more), consecutive quarters. A student who arrives in the U.S. for the first time and begins study winter or spring quarter may take their first summer quarter as a vacation quarter.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
Family Name First Name

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Quarter requested as vacation quarter: \_\_\_\_\_ Date your I-20 expires: \_\_\_\_\_

***Please initial:***

\_\_\_\_\_ I have completed three consecutive quarters with at least 12 credits and a 2.0 GPA

\_\_\_\_\_ I understand that if I want to take another quarter off at a later time, I must wait until I have attended three more consecutive quarters with at least 12 credits and a 2.0 GPA.

\_\_\_\_\_ I understand that I if do not have my own insurance, I must purchase the BC health insurance **for the quarter that I am taking off.** I understand that I must submit a copy of proof of insurance, (i.e., receipt from BC cashier’s office or document showing your own health coverage), before my request to take a quarter off is approved.

I hereby certify that the information I have provided is accurate and complete to the best of my knowledge and that failure to disclose and submit complete and accurate information may result in dismissal from the college.

\_\_\_\_\_ Student’s Signature \_\_\_\_\_ Date

***For ISP office use only:***

Insurance paid or  Student has own insurance til \_\_\_\_\_  Registered for following quarter  
 Approved  Denied For these reasons: \_\_\_\_\_

Date: \_\_\_\_\_ Advisor’s Signature \_\_\_\_\_

Noted vacation quarter in fsaAtlas “Profile” (Advisor - *Please place this form in Vacation notebook once approved.*)