

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

**Annual vacation quarter for F-1 UP students:** You may take a “vacation” quarter and remain in the U.S. if you have completed 3 full-time consecutive quarters.

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 full-time consecutive quarters and am making good academic progress.

\_\_\_\_\_ 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 full-time quarters.

\_\_\_\_\_ 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 as a vacation quarter**. 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 understand that I must pay a \$200 deposit for the quarter following my vacation quarter.

\_\_\_\_\_ I understand if I would be dismissed from the college due to my grades at the end of this quarter, ISP’s approval notice for this request will be cancelled. (*Please see the “Probation and Termination” information from your Student Handbook for more details.*)

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 until \_\_\_\_\_  \$200 deposit paid  
 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.*)