



# Space Family Education, Inc.

2101 NASA Parkway, Bldg 211/AHD • Houston, Texas 77058

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## Vacation Week Request 2022

### Eligibility

- One week, per child, per year, beginning in second year of attendance
- Begins September 1, annually with BOD approval
- Student must be enrolled for 12 consecutive months before they are eligible for a vacation week.
- 12 months of consecutive enrollment starts from the most recent enrollment date.
- Families will not be able to use their reimbursed vacation week during their 30 day disenrollment notice.
- Family's financial account must be in good standing.
- Must give notice 4 full weeks in advance by form submission.
- Vacation Week must consist of 5 consecutive days the child will not attend SFEI.
- Reimbursement is not transferable to any other student or member of SFEI.
- Credit will be issued to the members account in Brightwheel.

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Room #: \_\_\_\_\_

My child's vacation from SFEI will be: \_\_\_\_\_

**If your plans change due to unforeseen circumstances, please contact SFEI management immediately as we are not expecting your child to attend during the vacation week.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**For Office Use Only:** Enrollment Anniversary: \_\_\_\_\_

Date Received: \_\_\_\_\_

Email Confirmation Sent: \_\_\_\_\_

Received By: \_\_\_\_\_

Acct Credit Date : \_\_\_\_\_

Logged By: \_\_\_\_\_

Acct Credit By : \_\_\_\_\_