

## Vacation Request Form

Students should be aware that regulations of stipend support allow 2 weeks (10 days) of vacation per annum. If holidays are not prearranged, they are assumed to have been taken during the last two weeks of August and may not be accumulated for future use. If you exceed your approved vacation time, your stipend/WGRS may cease.

Date

MESC

PhD

Student Number 

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Surname

Given Name

Supervisor

Program Start Date

Vacation Start Date

Vacation End Date

Comments

Student Signature

Date

**If you hold a TA assignment during your vacation, you will need approval from your TA supervisor**

Supervisor Signature

Date

TA Supervisor

Date

**PROGRAM APPROVAL**  
Signature

Date