

PART I – Identify the nature of your request

❖ LEAVE OF ABSENCE WITH PERMISSION OR PERSONAL LEAVE

- Leaves are available to students after completion of a minimum of one term.
- All courses taken during a period of leave will be dropped – a separate course drop request is not required.
- Students cannot undertake any form of academic work or use any of the university's resources during a leave.
- Tuition fees are not assessed during leaves. If the leave is approved, fees already assessed for the relevant term will be reversed.

1. For which term are you requesting a leave?

JAN-APR 20 _____

MAY-AUG 20 _____

SEP-DEC 20 _____

2. What type of leave are you requesting?

Personal Leave

Personal leave is normally arranged by the student through My page prior to the course add deadline. After this deadline, this form may be used: a \$35 manual registration fee will apply. Time taken on a personal leave will be counted toward the maximum time allotted to your degree completion.

OR

Leave of Absence with Permission

Time taken on a leave of absence with permission is not included in the time period for completion of the degree and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations remain the same.

Medical: you are suffering from illness or injury

Compassionate: you are suffering from personal or family affliction

Parental: you are expecting a child, and/or you have primary responsibility for the care of a child immediately prior to or following birth or adoption