



**\$25 non-refundable application**

This form with appropriate signatures and the \$25 application fee must be returned to the Office of Graduate Studies. At the time the leave will commence, the current student card must be returned to the Office of Graduate Studies. The leave of absence is not approved unless the student card is returned.

Requests for a leave of absence will only become effective in the following academic term except under unforeseen circumstances. Requests will not be approved retroactively.

A leave of absence, if granted, will be for up to a maximum of one year, beyond which the student will be withdrawn from their program of study. In this case the student will be required to re-apply, together with a \$75 re-admit fee, when ready to resume studies and will be assessed the annual tuition fees at the time of re-entry. There will be a minimum period of registration beyond the leave of absence equal to one term (even if degree requirements are met before that date).

Students on a leave of absence will not be on campus (involved in activities related to graduate courses or the thesis) for the duration of their leave of absence, will receive no supervision and will not use any university facilities (i.e., library, laboratories, computer centre, or receive any type of supervision through correspondence). Thesis work of any kind during the leave will not be pursued.

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

Program \_\_\_\_\_ Supervisor \_\_\_\_\_

**REASON FOR REQUEST:** I hereby request a leave of absence of \_\_\_\_\_ term(s) (Maximum of 3):

I, \_\_\_\_\_, certify that I will not be on campus (involved in activities related to graduate courses or the thesis) for the duration of my leave of absence, will receive no supervision and will not use any university facilities (i.e., library, laboratories, computer centre, or receive any type of supervision through correspondence). I will not pursue thesis work of any kind during the leave.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
 Date

I, \_\_\_\_\_, certify that my student will not be on campus (involved in activities related to graduate courses or the thesis) for the duration of their leave of absence, will receive no supervision and will not use any university facilities (i.e., library, laboratories, computer centre, or receive any type of supervision through correspondence).

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
 Date

**APPROVED/**  **NOT APPROVED BY:**

**Student Card Returned**

\_\_\_\_\_  
 Program Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean

\_\_\_\_\_  
 Date