

STUDENT NAME		STUDENT ID#	STUDENT EMAIL
PROGRAM OF STUDY DEGREE			
START DATE OF LEAVE First day of earliest course in program being missed due to leave, as determined by the Course Timetable. _____ (Month Date, Year)		RETURN DATE First date of next registered course, as determined by the Course Timetable. _____ (Month Date, Year)	
NEW PROGRAM COMPLETION DATE <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer   Year 20____		TOTAL DAYS OF PREVIOUSLY APPROVED LEAVES* _____	DOES THE STUDENT HOLD A FINANCIAL AWARD(S)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, type of award? _____
TYPE OF LEAVE REQUESTED <input type="checkbox"/> Bereavement leave <input type="checkbox"/> Parental leave <input type="checkbox"/> Indigenous Student leave <input type="checkbox"/> Personal/Caregiver leave <input type="checkbox"/> Medical leave <input type="checkbox"/> Professional/Military/Political			

\*DISCLAIMER: It is the student's responsibility to comply with their study permit conditions. The Office of Graduate Studies is not responsible for the number of days that a student is on leave or the effect the length of leave has on the student's ability to maintain their status.

**Required attachments:**

- ☐ **Reason for Request Memo.** Attach a written memo briefly outlining the reason for a request for leave. Note that supporting documentation and/or an interview with the student may be required.
- ☐ **Graduate Program Checklist.** Indicate in terms and years which courses have been taken and when you will take all remaining courses (e.g., SP25)

**By signing this form, the undersigned confirm that they understand the following and have read the attached Policy & Procedure pages:**

- **For international graduate students:** Before applying, it is your responsibility to determine how applying for a Leave of Absence may affect your status as a student with Immigration, Refugees and Citizenship Canada and future post-graduation plans. We understand that many international students have questions about study permits, post graduate work permits (PGWP), and working while taking classes. Please refer to Canada's Immigration and Citizenship page for basic information. If you need to get connected with a licensed immigration advisor for further questions, please submit a [helpdesk request](#).
- A leave of absence is a suspension of a student's program of study that does not count toward time for degree completion.
- Further documentation or an interview may be required, as part of this request.
- If approved, the leave will be added to the student's academic information.
- There is no fee for a leave.
- University resources will be limited during a leave.
- There is no expectation of work product, either by the student or the supervisor, during a leave.
- Award payments may be suspended while the student is on-leave.
- The student may not hold student service appointments or sessional teaching appointments while on-leave.
- A leave of absence cannot be approved if the student is undergoing disciplinary action from the University.
- Students must return to current registration as a condition of being eligible for the scheduling of a defence.
- If the student does not return from leave, they may be withdrawn from their program of study.

☐ **Student Affirmation, International Students Only (mandatory)** I confirm that I am aware of the implications of my leave of absence on my Canadian study permit and future post-graduation plans and I am not relying on any representation of the University or the Office of Graduate Studies with respect to such implications.

_____ Student (Name)	_____ Signature	_____ Date of Request
_____ Program Director (Name)	_____ Signature	_____ Date of Program Approval

**OFFICE OF GRADUATE STUDIES USE ONLY**

DATE RECEIVED BY OGS _____	OGS DETERMINATION <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	OFFICE OF GRADUATE STUDIES SIGNATORY Signature _____ Signatory (Name) _____ Date signed _____
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## LEAVE OF ABSENCE (LOA) POLICY & PROCEDURE

### POLICY

[Graduate Studies Leave of Absence Policy](#), Eff Apr 2024

### PROCEDURE

- Students requesting leave must first consult with their program administration.
- Program administration will determine whether a request for leave may be reasonable and will assist the student in completing the LOA form and attaching the required documents.
- This form must be completed in full and in accordance with the instructions on the form.
- Incomplete or inaccurate requests will be returned.
- The start date of a leave is the date following completion of the last registered course.
- Emergency leave requests occurring during a registered course will be considered and the start date for leave will be based on the student's circumstances.
- **The leave of absence request package (form and attachments) must be submitted to the Office of Graduate Studies ([GradStudies@twu.ca](mailto:GradStudies@twu.ca)) by the program ([@twu.ca](mailto:@twu.ca)).**
- Program administration will advise OGS if the requesting student is undergoing disciplinary action by the University.
- Program administration will submit the student's LOA package to the Office of Graduate Studies.
- Only the first information page will be submitted, together with attached documents, combined into one pdf.
- Do not submit these Policy & Procedure pages.
- OGS will consider the request and return the LOA to both the student and the program, indicating whether leave status is approved.
- OGS will also submit an approved leave request to the Office of the Registrar for notation in the student's academic information. Requests that are not approved by OGS will not be submitted to the Registrar's office.

### REQUIRED ATTACHMENTS

- **Memo.** A memo from the student briefly expanding on the reason for the request for leave.
- **Graduate Program Checklist or Program Completion Plan.** Indicate which courses are completed and in which semesters the remaining courses will be completed.
- **Supporting documents** or an interview with the student may be requested for further consideration.

### ON LEAVE STATUS

- On-leave status is valid only for the approved dates.
- There is no fee for approved on-leave status.
- Students on leave remain responsible for charges on their student account.
- On-leave status is considered current admission. Readmission to the student's program of study is not required.
- On-leave status discontinues enrollment and does not count toward the time allowed for degree completion.
- On-leave status does not affect GPA.
- During a leave, there is no expectation of work product, either from the student or from faculty.
- Students may not hold student service appointments or sessional teaching appointments while on-leave.
- If the requesting student is currently receiving scholarship funding, advise the Office of Graduate Studies IMMEDIATELY. Failure to do so could be detrimental to current or future funding, and the student may be required to repay payments made in error.
- Students must return to current registration as a condition of being eligible for the scheduling of a defence.
- Extensions of on-leave status require submission of an additional request.
- Students who are enrolled in graduate programs that have academic breaks (i.e., no courses in summer) are not required to request a leave of absence for the academic break.



## AVAILABILITY OF UNIVERSITY RESOURCES DURING LEAVE

TWU Resources	Availability during leave
Auditing and class attendance	Unavailable
Collegium Facilities	Unavailable
Faculty/Supervisory Consultation	Unavailable
Graduate Student Association (TWUGSA)	Unavailable
Housing	Unavailable
Library	Unavailable
Office of Graduate Studies	Available
Office of the Registrar	Available
Parking	Available
Student email	Available
Student ID card	Available, but student must be currently registered to receive an updated expiration sticker.
Student research, service, and teaching appointments	Unavailable

## WITHDRAWAL

- Students who do not return to continuous enrollment following a leave of absence will be eligible for withdrawal status (voluntary or non-voluntary).
  - Voluntary withdrawal: Students may let their program know if they need to withdraw and the program submit a Graduate Program Withdrawal form to the Office of Graduate Studies.
  - Non-voluntary withdrawal: If the program is unable to communicate with the student about returning to study post-leave, the program will submit a Graduate Program Withdrawal form to the Office of Graduate Studies.
- Withdrawal prohibits self-registration pending consultation with the program regarding continuation.
- Withdrawal does not prohibit completion of the program of study in future.
- Withdrawal does require readmission to the student's program of study.

