

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                 |                                                                                                                 |                                                                      |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------|
| STUDENT NAME                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                 | STUDENT ID#                                                                                                     | STUDENT EMAIL                                                        | @mytwu.ca |
| PROGRAM OF STUDY DEGREE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                                                                                                                 | CITIZENSHIP                                                          |           |
| START DATE OF LEAVE<br>First day of earliest course being missed due to leave, as provided by the Course Timetable                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 | RETURN DATE TO ACTIVE REGISTRATION<br>First date of next registered course, as provided by the Course Timetable |                                                                      |           |
| TOTAL DAYS OF LEAVE REQUESTED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | NEW PROGRAM COMPLETION TIMELINE | TOTAL DAYS OF PREVIOUSLY AUTHORIZED LEAVES                                                                      | DOES THE STUDENT HOLD A FINANCIAL AWARD(S)?<br>If yes, type of award |           |
| TYPE OF LEAVE REQUESTED*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                 |                                                                                                                 |                                                                      |           |
| *Ensure that your reason for leave aligns with the type of leaves provided for in the <a href="#">Graduate Studies Leave of Absence Policy</a> .                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                                                                                                                 |                                                                      |           |
| REQUIRED ATTACHMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |                                                                                                                 |                                                                      |           |
| <input type="checkbox"/> Reason for Request Memo. Attach a memo briefly outlining the reason for your request for leave.<br><input type="checkbox"/> Graduate Program Checklist. Indicate semesters and years (FA25) in which courses either were or will be taken.<br><input type="checkbox"/> Student Account Balance. Attach proof of your current student account balance from the Student Portal.<br><input type="checkbox"/> Consultation memo from the Global Engagement Office, if applicable. For international students requesting leave over 150 days. |                                 |                                                                                                                 |                                                                      |           |

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

- A leave of absence must meet the conditions of the [Graduate Studies Leave of Absence Policy](#).
- A leave of absence is a pause in the time required for degree completion under the Graduate Program Completion Policy, Eff Dec 2021.
- Student accounts must be paid in full before a request for leave may be considered. Consult the Office of the Registrar for assistance.
- Further documentation or an interview may be required, as part of a leave request.
- If authorized, the leave will be added to the student's academic information.
- The student must not be registered for courses within the date range that leave is authorized.
- University resources will be limited during leave.
- During a leave, there is no expectation of work product, either by student or faculty.
- Award payments may be suspended while the student is on-leave.
- Students may not hold student service appointments or sessional teaching appointments while on-leave.
- A leave of absence will not be authorized if the student is undergoing disciplinary action from the University.
- Students must return to active registration as a condition of being eligible for scheduling a thesis defence or doctoral exam.
- If the student does not return from leave, they may be withdrawn from their program of study.
- **Note for International Students.** Taking a break from studies can affect your study permit and potentially your eligibility for the PGWP. It's your responsibility to understand the regulations of [Immigration, Refugees and Citizenship Canada \(IRCC\)](#) regarding authorized leaves. It is highly recommended to consult with the Global Engagement Office before taking any leave of absence. NOTE: If you are requesting a leave of longer than 150 days, you must attach supporting documentation to this leave request that you have already consulted with the Global Engagement Office.

| STUDENT                                                                                                                                                                                                                                                                                                                                                              |                 | PROGRAM DIRECTOR                                                                                                             |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> <b>International Student Affirmation</b> (mandatory, if applicable).<br>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. |                 | <input type="checkbox"/> I confirm that the student is not currently undergoing any disciplinary action from the University. |  |
| NAME                                                                                                                                                                                                                                                                                                                                                                 |                 | NAME                                                                                                                         |  |
| SIGNATURE                                                                                                                                                                                                                                                                                                                                                            |                 | SIGNATURE                                                                                                                    |  |
| DATE                                                                                                                                                                                                                                                                                                                                                                 |                 | DATE                                                                                                                         |  |
| OFFICE OF GRADUATE STUDIES USE ONLY                                                                                                                                                                                                                                                                                                                                  |                 |                                                                                                                              |  |
| DATE RECEIVED                                                                                                                                                                                                                                                                                                                                                        | NAME            |                                                                                                                              |  |
| DETERMINATION                                                                                                                                                                                                                                                                                                                                                        | SIGNATURE       |                                                                                                                              |  |
|                                                                                                                                                                                                                                                                                                                                                                      | DATE AUTHORIZED |                                                                                                                              |  |



# LEAVE OF ABSENCE (LOA) POLICY & PROCEDURE

(Remove this section from the final draft of your application.)

## POLICY

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

## PROCEDURE

- Students requesting leave must first consult with their program administration.
- International students are recommended to consult with the Global Engagement Office before taking any leave of absence. NOTE: International students requesting a leave of longer than 150 days must attach supporting documentation that they have already consulted with the Global Engagement Office.
- Program administration will determine whether a request for leave is 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 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) – not the requesting student.**
- Only the first information page will be submitted, together with attached documents, combined into one pdf. Do not submit the Policy & Procedure pages.
- Program administration will advise OGS if the requesting student is undergoing disciplinary action by the University.
- OGS will consider the request and return the LOA to both the student and the program, indicating whether leave status is authorized.
- OGS will also submit an authorized leave request to the Office of the Registrar for notation in the student's academic information. Requests that are not authorized by OGS will not be submitted to the Registrar's office.

## ON LEAVE STATUS

- On-leave status is valid only for the authorized dates.
- There is no fee for authorized 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 active registration as a condition of being eligible for scheduling a thesis defence or doctoral exam.
- Extensions of on-leave status require submission of an additional request.
- Students who are enrolled in 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 readmission.
- Withdrawal does not prohibit completion of the program of study in future.
- Withdrawal requires readmission to the student's program of study for continuation.

