



# Application for Leave of Absence

Graduate students may be granted an approved Leave of Absence for personal, health or other reasons which temporarily prevent continuation in the graduate program as a full-time, part-time, or continuing student. During an approved leave of absence, students shall not engage in research, thesis work, or academic activities associated with their degree. The Leave of Absence is normally granted up to a maximum of one year.

## Student Information

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Graduate Program:** \_\_\_\_\_

**Full-Time Study**  **Part-Time Study**     **Anticipated Date of Graduation:** \_\_\_\_\_

**Have you previously been on a leave of absence while enrolled in the above program?**  **Yes**  **No**  
If yes, please list the start and end dates of each leave below.

Please note that except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave of absence during their time in the program.

## Leave Information

### *Date of Leave*

**Leave beginning from:**  January 1  May 1  September 1 20\_\_

**Leave ending on:**  January 1  May 1  September 1 20\_\_

### *Type of Leave*

- Parental Leave (please attach proof of pregnancy/adoption or physician's report)
- Medical Leave (please attach physician's report)
- Compassionate Leave (please attach written explanation of circumstances)

### *Funding Information*

**Are you currently receiving awards, stipends, or other funding which was originally intended to be distributed during the dates if the requested leave?**  **Yes**  **No**  
If yes, please list all funding sources and amounts below.

