

## Leave of Absence with Permission - APPLICATION FORM

- Leaves of Absence are available to students after completion of a minimum of one term.
- A Leave of Absence may be requested for a minimum of one term and up to one year (3 terms). The total duration of all Leaves of Absence granted in a master's program is normally limited to 2 years (6 terms).
- Leave of Absence forms should be submitted **before** the start of the semester for which leave is requested. Retroactive leaves will only be approved in highly exceptional cases and with appropriate accompanying explanation.
- Time taken on a Leave of Absence 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.
- Students cannot undertake any form of academic work or use any of the university's facilities during a period of leave.
- Tuition fees are not assessed during leaves, but students are automatically enlisted for Continuing Graduate Student status.
- During a period of leave, graduate awards will be paid according to the conditions established by the donor or granting agency. Students are responsible for communicating with **Student Awards & Financial Aid** ([studentawards@tru.ca](mailto:studentawards@tru.ca); 250 828-5024) prior to requesting leave in order to request the appropriate award interruption.
- At the end of a period of leave, students wishing to extend their time on leave must submit a new Leave of Absence form. Students who remain absent beyond the approved dates may be automatically withdrawn after 3 semesters and will be required to reapply for admission to continue in their program of study.

**Student's Name:** \_\_\_\_\_ **TRU ID#:** \_\_\_\_\_

**Degree Program:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**For which term(s) and year(s) are you requesting a Leave of Absence?**

Fall (Sept-Dec) 20\_\_       Winter (Jan-Apr) 20\_\_       Summer (May-Aug) 20\_\_

**Which type of Leave are you requesting?**

- Medical**      A student is experiencing illness or injury that significantly interferes with their ability to pursue a course of study.
- Compassionate**      A student is experiencing personal or family issues that significantly interfere with their ability to pursue a course of study.
- Parental**      A student is expecting a child, and/or has primary responsibility for the care of a child immediately prior to or following birth or an adoption and this significantly interferes with their ability to pursue a course of study.

**Attach required documentation:** A personal letter from the student explaining the circumstances, and/or a letter from a physician or other qualified professional.

**Are you the recipient of scholarship, fellowship, or award funding (not including teaching or research assistantships)?**

**No**     **Yes:** The student is responsible for contacting **Student Awards & Financial Aid** ([studentawards@tru.ca](mailto:studentawards@tru.ca)).

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature (if applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The graduate program should submit this completed form and required documentation to Graduate Admissions ([gradadmissions@tru.ca](mailto:gradadmissions@tru.ca)) for domestic students or International Graduate Admissions ([igrad@tru.ca](mailto:igrad@tru.ca)) for international students.**

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