

Leave of Absence with Permission RESEARCH AND GRADUATE STUDIES

Leaves of Absence are available to students after completion of a minimum of one term. Students may request a Leave of Absence on one of the following grounds -

1. **Medical:** a student is experiencing illness or injury that significantly interferes with their ability to pursue a course of study
2. **Compassionate:** a student is experiencing personal or family issues that significantly interferes with their ability to pursue a course of study
3. **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

Leaves of Absence are normally granted in 4-month blocks, to coincide with the usual registration terms. 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. All Graduate awards will be paid according to the conditions established by the donor or granting agency during the period of leave. Students are responsible for communicating with the Office of Research and Graduate Studies prior to requesting leave in order to request the appropriate award interruption.

Leave of Absence requests and appropriate documentation (ie. letter from student explaining the circumstances, a letter from physician or other qualified professional) should be submitted to Graduate Admissions.

Prior to submitting the request, students may wish to investigate academic supports that could support the student to remain in their studies - for example Disability Services (academic accommodations), Counselling (personal/career counselling), Writing Centre (Graduate-specific writing supports). Please contact Student Services at 250-828-5023 for more information.

Full Name: _____
 Student #: T _____ Degree Program: _____
 Email Address: _____ Telephone Number: _____

Type of Leave of Absence requested:

Medical Compassionate Parental

Term for which Leave of Absence applies:

MAY - AUG 20 _____ SEP - DEC 20 _____ JAN - APR 20 _____

Are you the recipient of scholarship, fellowship, or award funding (does not include teaching or research assistantships) **Yes / No**
 If yes, please contact our Ethics and Compliance Officer right away (research@tru.ca) to formally request an award interruption.

Student Signature:	<input type="text"/>	Date:	_____
Supervisor Signature:	<input type="text"/>	Date:	_____
Graduate Coordinator Signature:	<input type="text"/>	Date:	_____
Research and Graduate Studies:	<input type="text"/>	Date:	_____

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