

<b><u>Section 1: Primary Information</u></b>		Today's Date <input style="width: 100%;" type="text"/>
First Name <input style="width: 100%;" type="text"/>	Student Number <input style="width: 100%;" type="text"/>	Student Email <input style="width: 100%;" type="text"/>
Middle Name <input style="width: 100%;" type="text"/>	Phone Number <input style="width: 100%;" type="text"/>	
Last Name <input style="width: 100%;" type="text"/>		

<b><u>Section 2: Student Address</u></b>	<b><u>Section 3: Academic Information</u></b>
Local Canadian Address <input style="width: 100%;" type="text"/>	Program of Study <input style="width: 100%;" type="text"/>
City <input style="width: 100%;" type="text"/>	Program Code <input style="width: 100%;" type="text"/>
Province <input style="width: 100%;" type="text"/>	Semester <input style="width: 100%;" type="text"/>
Postal Code <input style="width: 100%;" type="text"/>	

IMPORTANT: This form must be approved by the Program Coordinator before students initiate the Leave of Absence from their program of study. A study plan and/or arrangements must be in place so that students are able to successfully complete the semester upon their return. All students on a Leave of Absence must report to the International Student Services immediately after re-entry to Canada for status verification. Failure to do so will result in termination of the student's immigration status. Students considering travel outside of Canada during their studies should ensure that they have the required reentry visas before leaving Canada. It is the travelers' responsibility to ensure that they have the required visas to exit and enter a country.

<b><u>Section 4: Leave of Absence</u></b>	
Departure Date from Canada <input style="width: 100%;" type="text"/>	Country of Destination <input style="width: 100%;" type="text"/>
Re-Entry Date to Canada <input style="width: 100%;" type="text"/>	City <input style="width: 100%;" type="text"/>
<b>The Student:</b>	
<input type="checkbox"/> has documented medical reasons for Leave of Absence	<input type="checkbox"/> Other (Please specify below):
<input type="checkbox"/> is attending a family funeral	Other <input style="width: 100%;" type="text"/>
<input type="checkbox"/> is attending a family wedding	

<b><u>Section 5: Authorization</u></b>		
<input type="checkbox"/> Authorized. I met with the student on _____ and an academic plan has been put in place.	- Enter Date -	
<input type="checkbox"/> Denied		
Explanation <input style="width: 100%;" type="text"/>		
_____ <b>Student Signature</b>	_____ <b>Coordinator Signature</b>	_____ <b>Registrar Signature</b>

## Information from IRCC Regarding Leave from Studies

Your leave will be counted as authorized leave if:

1. Your school has authorized a leave from your study program for:
  - a) medical reasons or pregnancy
  - b) family emergency
  - c) death or serious illness of a family member
  - d) any other type of leave your school authorizes
2. Your school has closed permanently or because of a strike
3. You've changed schools
4. You or your school deferred your program start date
  - a) In this case, you must start your studies the next semester, even if it starts sooner than 150 days, and get an updated letter of acceptance.

You can not work on or off campus during an authorized leave from your study program, even if your study permit says you're allowed to work in Canada.

**International students with a study permit or who are PGWPP applicants should be actively pursuing their course or program of study. If it is determined that the student has not met the conditions of their study permit or are not actively pursuing their course or program study, they may be banned from applying for a post-graduation work permit for 6 months from the date they stopped their unauthorized study or work, per subparagraph R200(3)(e)(i).**