**Note: This form is intended for 4YF recipients who do not intend to apply for a corresponding** [**leave of absence**](https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status) **from UBC.**

With the approval of the Faculty of Graduate and Postdoctoral Studies, it may be possible to interrupt a student’s 4YF payments for non-academic reasons that do not result in corresponding academic leave. An example of such a situation is when a student interrupts their 4YF funding for relevant work experience or to take up a MITACS Accelerate Internship, but do not take a corresponding academic leave from UBC. In these and similar circumstances, the original 4YF end date may be extended to account for some or all of the interruption in 4YF funding. Normally, however, such interruptions will be limited so that the revised 4YF end date does not extend beyond the fifth year of the recipient’s PhD program.

For details of the 4YF interruption policy, please see sections A.10. and A.12. in the 4YF Guidelines document available under “Further Information” at <https://www.grad.ubc.ca/awards/four-year-doctoral-fellowship-4yf>.

**STUDENT INFORMATION**

|  |  |
| --- | --- |
| **Last Name:**  Click or tap here to enter text. | **First Name:**  Click or tap here to enter text. |
| **Student Number:**  Click or tap here to enter text. | **Email Address:**  Click or tap here to enter text. |
| **Faculty (e.g., Applied Science):**  Choose an item. | **Graduate Program:**  Click or tap here to enter text. |

**DETAILS OF INTERRUPTION REQUESTED**

|  |  |
| --- | --- |
| **Company Name:**  Click or tap here to enter text. | |
| **Description of Duties:**  Click or tap here to enter text. | |
| **Is this part of your PhD work? (Yes/No)**  Choose an item. | **Is this a Mitacs Accelerate Internship? (Yes/No)**  Choose an item. |
| **Start Date (Month/Day/Year):**  Click or tap here to enter text. | **End Date (Month/Day/Year):**  Click or tap here to enter text. |
| **Number of hours per week or total number of hours for the entire duration:**  Click or tap here to enter text. | |
| **Additional Comments (Please append an extra page if needed.):**  Click or tap here to enter text. | |

**SIGNATURES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Signature:** |  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| **Signature** |  | **Name (please print)** |  | **Date (Month/Day/Year)** |
| **UBC Research Supervisor Signature:** |  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| **Signature** |  | **Name (please print)** |  | **Date (Month/Day/Year)** |