



Memo or email from student attached

Leaves may have implications for student funding. Please discuss with student before approving the leave.

Does student hold any awards? Yes No

Is the leave request within UBC policy?

Maximum total duration of all leaves of absence allowed (except Leave to Pursue a Second Program of Study) is 24 months for doctoral students and 12 months for master’s students. Health, professional, and personal leaves are each limited to maximum of 12 months for all students. Parental leave is limited to a maximum of 12 months per child for all students.

Is the leave request being submitted **before** the date on which leave will start? Yes No

Is leave within student’s maximum duration for each type of leave AND the maximum total duration?

Yes No. We are requesting an exception to policy V-302.2.

If the answer is “No” to either one of these two questions, a memo from grad advisor is attached stating reasons for requesting an exception.

By signing below, we confirm that we have read Senate Policy V-302.2. We understand that:

Access to the University’s facilities and resources (including faculty supervision), and to resources provided to students from outside UBC, is limited when students are on leave. Some resources may only be available under certain circumstances, while others may not be available at all. **Students on leave are responsible for ensuring that they understand what resources will and will not be available to them.**

The student is expected to not undertake any academic or research work related to his/her program while on leave.

Awards payments will be suspended until return from leave. There may be some exceptions for students on parental leave. See https://www.grad.ubc.ca/current-students/scholarships-awards-funding/award-holders-guide#leave_from_program

Students may need to repay any awards or funding they may have received if the leave request is submitted after the start of the academic term in which the leave will begin.

The student cannot hold student service appointments (TA, RA) or sessional teaching appointments while on leave.

Student Affirmation: Domestic Students

Signature Name (please print) Student number Date (yyyy/mm/dd)

Student Affirmation: International Students Only (mandatory)

In addition to the above five points, I confirm that I have read [“Take time away from your studies”](#) and I am aware of the implications of my leave of absence on my Canadian study permit and future post-graduation plans.

Signature Name (please print) Student number Date (yyyy/mm/dd)

Confirmation and Approval of Supervisor:

Signature Name (please print) Program Date (yyyy/mm/dd)

Confirmation and Approval of Graduate Program Advisor or Head of the Graduate Program:

Signature (must be different from above) Name (must be different from above) Program Date (yyyy/mm/dd)

Graduate Studies use only:

Date of Approval Signature of G+PS Clerk
Leave Granted: 1L 1X 2L 2X New Program End Date: _____