



LEAVE OF ABSENCE

STUDENT INFORMATION:

First Name:		Last Name:		Student Number:
Email:	Degree (e.g. PhD, MA):		Program Name:	

Please see <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191> for Senate policy V-302 Graduate Student Leaves of Absence.

IMPORTANT: International graduate students should consult [International Student Advising](#) before pursuing a Leave of Absence to discuss the impact on their ability to stay in Canada, study permit and future plans.

Access to the University's facilities and resources, including faculty supervision, while on a leave of absence may be limited. See "List of on-leave resources" here: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status>

Students must provide appropriate documentation for any and all types of leave. Requests for leave must be accompanied by a memo from the student stating his/her reasons for requesting a leave of absence.

Students must be in good financial standing in order to be granted a Leave of Absence, i.e. they may not be on financial hold due to outstanding tuition fees. In cases where the Leave of Absence would fully resolve the financial standing, a student may proceed with the request.

Type of Leave Requested (pick one). NOTE: ALL information is required.

☐ **Parental**

A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child is eligible for parental leave. Parental leave is normally limited to 12 months per childbirth or adoption (including multiples).

Tip: Students requesting a parental leave of absence are encouraged to plan ahead for UBC Child Care Services.

☐ **Health** ☐ **Supporting documentation from the clinician providing primary care or Centre for Accessibility is attached.**

A graduate student who encounters a health problem that significantly interferes with the ability to pursue his or her course of study is eligible for a leave for health reasons. Requests for a leave for health reasons must be accompanied by appropriate supporting documentation from the clinician providing primary care for the health problem or a letter from the Centre for Accessibility. A leave for health reasons is normally limited to 12 months.

☐ **Professional** **Employer or activity:** _____

A graduate student who wishes to suspend his or her course of study in order to **take a relevant work or professional development experience** may be eligible for professional leave. Professional leave is normally limited to 12 months.

IMPORTANT: International students cannot use their study permit to work during a leave of absence. Visit the [International Student Guide](#) for requirements to work in Canada.

☐ **Personal** ☐ **Supervisor (in the case of thesis-based programs) and graduate advisor have discussed the implications of personal leave with the student, and the student has provided reasons for requiring a personal leave.**

A graduate student who encounters personal circumstances **that significantly interfere with the ability to pursue his or her course of study** may be eligible for personal leave. Personal leave is normally limited to 12 months.

☐ **Leave to Pursue a Second Program of Study** **Program:** _____ **Duration:** _____

Following consultation with his/her program advisor and graduate supervisor, a graduate student may apply for a leave of absence from one program to pursue a second course of study. Leave for a second program of study may exceed 12 months.

Dates requested:

A leave will normally begin on the first day of September, January, or May and will be granted for a period of 4, 8, or 12 months.

Leave of absence requested from: _____ **to** _____
Month Year Month Year



REQUIRED: Copy of student's request for leave of absence, giving reasons for making the request.

☐ 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.

Student Affirmation: Domestic Students

Signature	Name (please print)	Student number	Date (yyyy/mm/dd)
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Student Affirmation: International Students Only (mandatory)

☐ In addition to the above four points, I confirm that I have read "[Taking time away from school for international students](#)" 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)
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Confirmation and Approval of Supervisor:

Signature	Name (please print)	Program	Date (yyyy/mm/dd)
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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)
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Graduate Studies use only:

Leave Granted: <input type="checkbox"/> 1L <input type="checkbox"/> 1X <input type="checkbox"/> 2L <input type="checkbox"/> 2X	Date of Approval _____ Signature of G+PS Clerk _____
New Program End Date: _____	