

On-Leave Graduate Registration

This form is to be used only by students in per-term fee programs. Students in per-credit programs should consult their graduate programs if they need to request a leave. International students who need a leave should consult with the International Services for Students Office about their visa status.

A student may apply to go on-leave if **all of the following conditions** are satisfied in the semester of leave:

- the application is being made during the regular semester registration period (ie, before the last day to register)
- a situation arises which makes it necessary or desirable to interrupt the work
- no use will be made of university facilities

STUDENT INFORMATION

First name	Surname
Student number	Semester
Department	Degree (eg. MA, MASC, PhD)

REASON FOR REQUEST FOR LEAVE

<input type="checkbox"/> This leave is for exceptional circumstances (accident, illness, parenting). The on-leave fee is waived for exceptional circumstances. <ul style="list-style-type: none"> <input type="checkbox"/> Medical documentation is required. Please attach your medical documentation to this form.
<input type="checkbox"/> This leave is not for exceptional circumstances. Please briefly state your reason for leave.

STUDENT SIGNATURE

I acknowledge that if this application for on-leave registration is approved, I will be responsible for paying full minimum fee for my degree, which is six full-time semesters (Master's) or eight full-time semesters (Doctoral), irrespective of the number of semesters of actual registration. I agree that no use will be made of university facilities.

Student signature	Date
-------------------	------

APPROVAL SIGNATURES

On-leave registration must be approved by the student's Senior Supervisor and the Chair of the Departmental Graduate Program Committee. The approval attests that the student will not be working on any aspect of his/her graduate program and will make no use of university facilities while on leave.

	Name	Signature	Date
Senior Supervisor			
Graduate Chair			
Office of the Dean of Graduate Studies approval			

Freedom of Information and Protection of Privacy

The information on this form is collected under the authority of the *University Act* (RSBC 1979, c.419). This information is needed and will be used to update your student record. If you have questions about the collection and use of this information, contact the Director of Records and Registration, Office of the Dean of Graduate Studies, 778-782-3042.