



# APPLICATION FOR LEAVE OF ABSENCE

## STUDENT INFORMATION

<b>Student Name</b>	
<b>Student Program</b>	

A leave of absence is intended to support students who find that their circumstances during a given academic year make it impossible for them to contribute to their studies. Students may be granted a leave of absence from an academic program for any of the following three reasons: parental leave, medical leave, and compassionate leave. During the leave of absence period, students are relieved both from making progress towards completing the requirements of their program and from paying program fees. Students cannot complete practicum hours, consult with Faculty Advisors/Supervisors, or do any academic work toward their program while they are on a leave of absence. During a leave of absence, students are not permitted to take courses at St. Stephen's College, nor will any course work done at another institution be accepted for transfer into a St. Stephen's program. The time limit for completion of the degree will be extended by the duration of any approved leave of absence.

**Length and Timing:** Once granted, the start date for a leave of absence must coincide with one of the following quarterly dates: (1) July 1, (2) October 1, (3) January 1, or (4) April 1. A leave of absence will be for a period of not less than 3 months and usually not more than 12 months. A leave of absence will be granted in quarterly segments and reviewed every July 1 to assess the student's readiness to return to studies. If at the point of going on leave, a student has outstanding coursework for a course taken prior to the leave start date, the student will be required either to (a) complete that coursework (if they are able) in accordance with due dates as outlined in the course syllabus, (b) request a course extension (so long as the duration of the leave aligns with the permitted timeframe of a course extension), or (c) petition for a Withdrawal with Cause from the course. As set by Immigration Canada, international students are not permitted to take a leave of absence longer than 150 days, and they cannot work during a leave of absence period. A leave of absence will not be granted retroactively to previous quarters, and students will be considered for a leave of absence only if their program fees for the previous bi-annual period have been paid in full. A second request for a leave of absence will be considered only in exceptional circumstances. If at the point of coming off of leave, the student wishes to take a course within their first month back, that student will be permitted to receive the course syllabus one month prior to the course start date and to complete all pre-course readings and assignments, even when those requirements fall within the last month of the student's leave of absence.

<b>Leave of absence period(s) requested:</b>		Jul-Sep		Oct-Dec		Jan-Mar		Apr-Jun
<b>Dates of leave of absence requested:</b>	Start date:			End date:				
<b>Has student received a previous leave of absence for this program?</b>	Yes							
	No							
<b>Reason for Leave</b>	<b>Documentation (supporting documentation must be attached)</b>							
Parental	Proof of pregnancy, birth/adoption or physician's report. Permissible for either parent.							
Medical	Documentation must contain: student's name, complete contact information for the physician or nurse practitioner, a clear statement by the physician or nurse practitioner confirming the student's inability to perform his or her academic duties, with start and end dates.							
Compassionate	A written explanation of the circumstances necessitating a leave. Requires approval of Dean; additional documentation may be required.							

I understand and agree that:

- I have provided all appropriate documentation to the Department.
- St. Stephen's College will maintain a graduate student position for me until the return date of the approved leave.
- I will notify my Department Chair and the Registrar's Office of any changes to the Leave of Absence status. If an extension to the Leave of Absence is desired, a new application form must be submitted.
- I will not be academically active during the Leave of Absence.

<b>Statutory Declaration</b>	<i>I submit this application conscientiously, believing it to be true and knowing that it is of the same force and effect as if under oath. I am also aware that this application will remain in my permanent academic file.</i>							
<b>Student Signature</b>							Date:	

OFFICE USE		
<b>Leave of Absence Granted:</b>	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	Reason:
<b>Department Chair Signature</b> (Parental or Medical Requests only)		Date:
<b>Dean Signature</b> (Compassionate Leave Requests only)		Date:
<b>Registrar notifies student of decision</b> (and Thesis Supervisor/Dissertation Committee Chair where applicable)	Registrar Initial:	Date:
<b>Assistant Registrar</b> (1) adjust tuition accounts receivable, (2) record Leave in student record, (3) forward form to department for student file	A/Registrar Initial:	Date:

### Financial Implications:

Leave of Absence during first four years of Program: If the annual program fee has already been paid for the academic year in which a leave of absence is granted, a refund will be issued to the student based on the number of months of leave (either 3, 6, 9, or 12 months). If the annual program fee has not yet been paid in the academic year in which a leave of absence is granted, the student must pay a prorated amount, equivalent to the months of active status. The program fee payment schedule will be extended by the duration of any approved leave of absence. The amount of program fees equivalent to the leave period will be deferred to either: (1) the first year of the student's Continuation Phase (the continuation fee will be reduced accordingly), or (2) before graduation (only in cases when the student graduates before reaching the Continuation Phase).

Leave of Absence during Continuation Phase: If the annual Continuation Fee has already been paid in the academic year in which a leave of absence is approved, a refund will be issued to the student for the number of months of leave approved (either 3, 6, 9, or 12 months). If the annual Continuation Fee has not yet been paid in the academic year in which a leave of absence is requested, the student must pay a prorated amount, equivalent to the months of active status.

### Samples below are based on July \*2021 tuition and do not take into account annual tuition increases:

MPS Program Fees are \*\$4,280/year. Continuation Fees: Year 5 (\$1,160), Year 6 (\$1,270), Year 7 (\$1,380)

Sample below if an MPS student applies for a 6-month parental leave in Year Two:

Year of Program	Student Program/Continuation Fees (Fiscal Year July 1-June 30)	Amount paid
Year 1	Student pays full annual Program Fee	\$4,280
Year 2	Student on Leave of Absence for 6 months, pays 50% of annual Program Fee (\$2,140). The remaining 50% (\$2,140) is paid in Year 5.	\$2,140
Year 3	Student pays full annual Program Fee	\$4,280
Year 4	Student pays full annual Program Fee	\$4,280
Year 5 Continuation Phase	Student pays Program Fee of \$2,140 (for the 6-month leave in Year 2), and partial Year 5 Continuation Fee (50% of \$1,160)	\$2,140 + \$580 = \$2,720
Year 6 Continuation Phase	Student pays Year 6 Continuation Fee	\$1,270
Year 7 Continuation Phase	Student pays Year 7 Continuation Fee	\$1,380

DMin Program Fees are \*\$4,760/year. Continuation Fees: Year 5 (\$1,160), Year 6 (\$1,270), Year 7 (\$1,380)

Sample below if a DMin student applies for a 9-month medical leave in Year Three:

Year of Program	Student Program/Continuation Fees (Fiscal Year July 1-June 30)	Amount paid
Year 1	Student pays full annual Program Fee	\$4,760
Year 2	Student pays full annual Program Fee	\$4,760
Year 3	Student on Leave of Absence for 9 months, pays 25% of \$4,760 Program Fee. The remaining 75% (\$3,570) is paid in Year 5.	\$1,190
Year 4	Student pays full annual Program Fee	\$4,760
Year 5 Continuation Phase	Student pays Program Fee of \$3,570 (for the 9-month leave in Year 3), and partial Year 5 Continuation Fee (25% of \$1,160)	\$3,570 + \$290 = \$3,860
Year 6 Continuation Phase	Student pays Year 6 Continuation Fee	\$1,270
Year 7 Continuation Phase	Student pays Year 7 Continuation Fee	\$1,380