

Graduate Studies Leave of Absence Request Form

Students applying for a leave of absence from graduate studies must complete this form and meet with the Head of their graduate program (Chair, Director, or Associate Dean). All leaves must be approved by the dean of the program.

Please refer to VIU policy [96.07](#) and procedure [96.07.001](#) on Graduate Student Leaves of Absence.

NOTE: Students must be in good financial standing in order to be granted a leave of absence.

Note: Vancouver Island University provides many supports for students through [Student Affairs](#).

STUDENT INFORMATION

First Name:		Last Name:	
Address:	PLEASE ENSURE YOUR ADDRESS IS CURRENT		
Email:			
Student Identification Number			
Program Name:			

Please confirm your address is the same as the one in your student record Yes No

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. The onus is on students to notify the head of their graduate program of their intent to return.

Leave of absence requested from: _____ to _____
Date (first day of a term) Date (last day of a term)

Do you currently hold any student Awards? Yes No

By signing below

- I confirm that I have read and understand VIU's policy 96.07 and procedure 96.07.001 on Graduate Student Leaves of Absence.
- I have discussed my intended leave with my supervisor, if applicable, and the head of the graduate program (Chair, Director, or Associate Dean)
- International students:** I have consulted with an immigration advisor in International Student Services (Building 255) regarding immigration implications of this leave of absence request, and I understand how it will affect my legal status in Canada.
- I will not undertake any academic or research work related to my program while I am on leave.
- Access to the University's facilities and resources (including faculty supervision) will be limited while I am on leave.
- Awards payments will be suspended until I return from leave.
- It is my responsibility to notify the head of the graduate program of my intent to return from leave prior to the start of the semester.
- I understand that re-enrolment is dependent on availability in the program.

Student Signature:

Signature

Name (please print)

Date (yyyy/mm/dd)**Confirmation and Approval of Supervisor:**

Signature (if applicable)

Name (please print)

Program

Date (yyyy/mm/dd)**Confirmation and Approval of Head of Graduate Program (Chair, Director, or Associate Dean)**

Signature

Name (please print)

Program

Date (yyyy/mm/dd)**Confirmation and Approval by Dean of Faculty**

Signature

Name (please print)

Program

Date (yyyy/mm/dd)

When signed, copies of this completed form are circulated to:

- the student
- the Head of the Graduate Program (Chair, Director, or Associate Dean)
- the Registrar's Office
- the Scholarship, Research and Creative Activity Office
- For international students, Dean of International Education