

SECTION: Office of the Registrar & Student Enrolment	TITLE: LEAVE OF ABSENCE FROM A PROGRAM OF STUDY
APPROVED BY: ELT	DATE: July 12, 2007 REV:

Commentary

A student may require a leave of absence from their program of study due to prolonged illness, injury, or due to personal circumstances which make it temporarily impossible to continue in the program.

Policy

A student in good academic standing may be granted a leave of absence (up to one year) for legitimate reasons.

A leave of absence may not commence after the start of a semester.

Except in extreme circumstances, students will not be granted more than one leave during their period of study of any one specific program. A period of longer than one year will require the student to re-apply to their program and may result in them having to repeat several courses.

Procedure

Students must complete an Official Withdrawal Form available from the Office of the Registrar or at <http://my.michener.ca/forms/Withdrawal%20Form-Revised.pdf>.

An application for a leave of absence should be made in writing to the Program Chair, clearly stating the reasons for the request at least 4 weeks prior to the start of the semester.

The Program Chair will communicate his/her decision to the Office of the Registrar.

The Office of the Registrar will inform the student in writing of the decision, stating the time limit and conditions for re-entry into the program.

A tuition fee refund for that semester will be issued if the formal leave of absence request is received, and approved, by the Office of the Registrar during the time noted above.

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When a request for leave of absence has been approved, the student must give formal notice of return to the Program Chair **two months** prior to commencing the semester of their return.

The Program Chair will inform the Office of the Registrar of the expected date of return of the student.

The Office of the Registrar will then update the student's registration record and will invoice the student accordingly.