Submit a Leave of Absence Request

Students who are unable to be academically active or productive for a period of time should apply for a Leave of Absence. Before submitting your request, reach out to your Graduate Program Office and have a conversation about your intentions.

Step 1. Open the Leave of Absence Form.

A. Navigate to your Student Centre > My Service Requests tab > My eForms section.

B. Click the Submit New eForm link.

C. Click on ‘Add’ for the Leave of Absence Form type.
Step 2. Complete the form.

Reason for Leave Request

Please select the reason that applies to you or enter the reason in the other field.

*Reason

Please give a brief description of your reason for a leave request and attach appropriate documentation.

*Description

List all sources and amount of funding for the current academic year (Sept-August):

*Funding Sources

Leave Duration

The minimum recommended duration for a Leave of Absence is one academic term. You may request up to 12 months of leave at a time, with the exception of parental leaves, which may be up to 18 months. Your leave start date will be the first day of the semester, and the end date will be the last day of the semester. Please consult your graduate program office before submitting your LOA eform.

*From Date

*Request Type

*To Date

Consult with your Graduate Program Office to determine the best dates for your Leave of Absence.
Step 3. Acknowledge that you are aware of the implications of your leave and submit the form.

- Acknowledge that you understand the implications of your Leave of Absence.

- Click the Slide button to acknowledge the statements above.

- Submit the form once complete.