UNIVERSITY OF ALBERTA

Application for Leave of Absence

Faculty of Graduate & Postdoctoral Studies
2-29 TRIFFO HALL

Phone: 780.492.3499 Fax: 780.492.0692
ualberta.ca/graduate-studies/

Student ID	Student Last Name, First Name

Department	Degree Program
Select or Enter Department	

For detailed information, refer to the **GPS Graduate Program Manual**. For leave and employment matters, consult your **employer and/or the collective agreement**.

IMPORTANT: International graduate students **must consult International Student Advising** before taking a Leave of Absence to confirm the impact on their study permit and status in Canada.

Leaves of absence should align with academic term dates where possible. Requests may be submitted for either the **beginning of a term** or **mid-term** (effective **March 1** for Winter or **November 1** for Fall). Students may also request to return mid-term on these same dates. Academic and financial impact including grades and fee adjustments will be determined by the student's last date of participation, course add/drop deadlines, and the institutional refund schedule

Indicate Start Date of Leave:	**Indicate Return Date:**	Do you currently hold an award(s)?
Select Term/Year	Select Term/Year	◯ Yes ◯ No

To be completed by student:
I understand and agree to the following terms:

1. If this is an extension beyond one consecutive year, I have submitted all required documentation to the department and to GPS.
2. The University of Alberta will maintain my graduate student position until my approved return date.
3. I am not required to register while on an approved Leave of Absence.
4. To return to my thesis-based program, I must register for the term in which I reinstate my studies.
5. To return to my course-based program, I must register for one term during that academic year.
6. The degree completion time limit will be extended by the exact duration of this leave.
7. I will be assessed fees for all requested services.

NOTE: Payment for services does not include off-campus access to NEOS Libraries' Licensed.

If desired, the following services* can be requested during the approved leave of absence, **
For the GSA Health and Dental Plans, the following applies depending on the enrolment term:

- **Fall Term**: If you enroll full-time, you are automatically opted-in and billed for the **full year**. You must proactively opt-out to avoid fees.
- **Winter Term**: If you were **not** full-time in the preceding Fall term, you may opt-in for an 8 month period. If your leave starts in the Winter term and you were **not** full-time in the preceding Fall, you may also opt-in for 8 months
- **Spring/Summer Terms**: If your leave is limited to these terms, you cannot opt into the GSA Health and Dental Plans.

If you have questions about opt-in or opt-out of GSA Health and Dental Plans, please contact StudyWell directly at uofa@studywellbenefits.ca for plan questions and support.

☐ No services – no fees assessed
☐ Services 1-5 – fees assessed
☐ Service 1-6 – fees assessed
☐ Service 1-7 – fees assessed

*Services are:

1. Academic Success Fee
2. Enrollment Support Fee
3. Student Experience Support Fee
4. Student Health and Wellness
5. GSA Health Plan** [Fees assessed in Fall & Winter Terms only]
6. GSA Dental Plan [Fees assessed in Fall & Winter Terms only]
7. Graduate Student Assistance Plan (GSASST)
8. UPass
9. Athletics and Recreation

Non-instruction fees can be viewed on the Graduate & Postdoctoral Studies website.

While on an approved Leave of Absence, you must not work on your program of study or engage in thesis research/activities. If the University finds you working on your program during your leave, GPS may rescind the leave, add appropriate registration and fees, and update your time-in-program to include the leave period. This will require you to pay full fees and will impact your maximum program time limit. Refer to the Calendar for complete details.

Student's Signature ***By signing this form, I affirm that all information provided is true and complete, and I understand that if I request optional services, I will be responsible for the associated non-instructional fees.**	Date (MMM DD, YYYY)

Supervisor	Signature	Date (MMM DD, YYYY)

Graduate Coordinator/ Dept Chair	Signature	Date (MMM DD, YYYY)

Protection of Privacy *- Personal information provided is collected in accordance with Section 4(c) of the Alberta Protection of Privacy Act (POPA) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used and/disclosed for the purpose of admission and registration; administration of records, scholarships and awards, student services; and university planning and research. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact Faculty of Graduate & Postdoctoral Studies at 780-492-3499 or refer to https://www.ualberta.ca/en/privacy.html*

Faculty of Graduate & Postdoctoral Studies use only: Signature & Date

❍ Leave granted ❍ Awards ❍ Fees ❍ THES929 ❍ Elapsed time ❍ Registration removed
❍ Leave declined ❍ Extension Fall/Win ❍4 ❍5 ❍6 ❍7 ❍8 ❍9 ❍10 ❍11 ❍12 ❍13 ❍14 (weeks)