UNIVERSITY OF ALBERTA

Application for Regular Leave of Absence

Faculty of Graduate & Postdoctoral Studies
2-29 TRIFFO HALL

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

Student ID	Student Last Name, First Name	
Department		Degree Program

For Regular Leaves of Absence, the department and the student should complete and forward this form with supporting documentation to the Faculty of Graduate & Postdoctoral Studies.

A leave of absence will only be considered for documented compelling reasons. Regarding leaves and employment matters, please see your employer and/or the collective agreement governing graduate assistantships.

Start Date of Leave:	Return Date:	Previous leave? If yes, type of previous leave

Type of Leave:

○ **Regular Leave** (attach a clear explanation of why this leave is being requested.) Requires approval of Dean, GPS
- A student is permitted to take one regular leave for no more than one year total in their program. The leave period must coincide with full terms
- The regular leave will be included in the time period allowed for the completion of this program of study

To be completed by student:

I understand and agree that:

1. I have provided all appropriate documentation to the department and to the GPS.
2. The University of Alberta will maintain a graduate student position for me until the return date of the approved leave.
3. GPS will add registration in M REG 900 during my leave, and I will be assessed off-campus non-instructional fees
4. Students on Regular Leave may opt in to additional non-instructional fees through the Registrar's Office website, and/or to GSA Health and Dental Plan website.
5. To reinstate my thesis-based graduate program, I will be required to register for the term in which I return from the Leave of Absence.
6. To reinstate my course-based graduate program, I will be required to register in one term of the academic year in which I return from the Leave of Absence.

While on an approved leave of absence, the student is not to work on their program of study or engage in thesis research/activities. In instances where a student is found to be working on their program while on approved leave, GPS may rescind the leave, add appropriate registration and fees, and update time in program to include this period. This would result in the student having to pay full fees and would cost time in program." (See updates to the calendar, in effect for Spring 2020)

Student's Signature *By signing this form, I agree that all information provided is true and complete.*		Date (MMM DD, YYYY)
Supervisor	Signature	Date (MMM DD, YYYY)
Graduate Coordinator/ Dept Chair	Signature	Date (MMM DD, YYYY)

Faculty of Graduate & Postdoctoral Studies use only:

				Signature & Date
○ Leave granted Start Date:_____	Return Date:_____	○ Awards ○ Fees		
○ Program fee (T-B program) ○ Leave declined	Reason:_____			
○ Registration removed ○ Admit Term:_____	○ Extension	○ Add M REG 900		