



REQUIRED: Copy of student's request for leave of absence, giving reasons for making the request.

Memo or email from student attached

Does student have any Awards? Yes No

NOTE: Students must be in good financial standing in order to be granted a leave of absence, i.e. they may not be on financial hold due to outstanding tuition fees.

Is leave request within UBC policy?

Maximum total duration of all leaves of absence allowed (except Leave to Pursue a Second Program of Study):

Doctoral students: 24 months **Master's students: 12 months**

Is leave within student's maximum total duration? Yes No. We are requesting an exception to policy V-302.2.

If no, memo from grad advisor is attached stating reasons for requesting an exception.

By signing below, we confirm that we have read Senate Policy V-302.2. We understand that:

Access to the University's facilities and resources (including faculty supervision) while on a leave of absence are limited, as are resources provided to students from outside UBC. **Students on leave are responsible for ensuring that they understand what resources will and will not be available to them.**

The student is expected to not undertake any academic or research work related to his/her program while on leave.

Awards payments will be suspended until return from leave. There may be some exceptions for students on parental leave.
See https://www.grad.ubc.ca/current-students/scholarships-awards-funding/award-holders-guide#leave_from_program

The student cannot hold student service appointments (TA, RA) while on leave.

The student will be assessed an on-leave fee by Enrolment Services.

Student Affirmation:

Signature Name (please print) Student number Date (yyyy/mm/dd)

Confirmation and Approval of Supervisor:

Signature Name (please print) Program Date (yyyy/mm/dd)

Confirmation and Approval of Graduate Program Advisor or Head of the Graduate Program:

Signature (must be different from above) Name (must be different from above) Program Date (yyyy/mm/dd)

Graduate Studies use only:

Date of Approval Signature of G+PS Clerk

Leave Granted: 1L 1X 2L 2X

New Program End Date: _____