

APPLICATION FOR LEAVE OF ABSENCE & WITHDRAWAL

Last Name: _____ First Name: _____
Student ID: _____ Degree/Program: _____
Department/School: _____

A. ADDITIONAL STUDENT INFORMATION

Classification: ☐ Full-Time ☐ Part-Time
I currently hold the following award(s): ☐ NSERC ☐ SSHRC ☐ CIHR ☐ QE2-GSST ☐ OGS ☐ IPS ☐ OGF ☐ OTS

B. TO BE COMPLETED IF YOU ARE REQUESTING A LEAVE OF ABSENCE

While on leave of absence you may not function as a graduate student, including all research/writing activity and completion of any incomplete courses, and may not make use of University resources, either personnel or physical in connection with your graduate program. You are expected to check your university e-mail account on a regular basis for important notices.

Leave of absence requests which exceed three consecutive semesters in length are not normally permitted. If you are requesting more than three consecutive semesters leave, supporting documentation and a letter from your Advisor and/or Graduate Coordinator must be submitted along with the application. The request will be reviewed by the Admissions & Progress Committee of the Board of Graduate Studies.

Note: If you have registered for the semester in which you would like to take a leave of absence, you must also complete Section C in order to withdraw from the current semester.

Are you currently on leave of absence? ☐ Yes ☐ No
If Yes, then specify the previous consecutive semesters: _____

Number of semesters requested: _____ **START:** YY ____ MM/DD ____ **END:** YY ____ MM/DD ____

Reason for requested leave (Required):

C. TO BE COMPLETED IF YOU ARE WITHDRAWING

- ☐ I wish to PERMANENTLY WITHDRAW from my graduate program. I understand that withdrawal does not prevent me from applying for re-admission in the future. (First semester students, see Withdrawal Policies on following page)
- ☐ I wish to TEMPORARILY WITHDRAW from my graduate program, I am currently registered and have also completed Section B requesting a leave absence from my program.

Reason for PERMANENT WITHDRAWAL:

D. STUDENT AUTHORIZATION

I acknowledge that I have read and understand the information contained in the application for withdrawal/leave of absence.

Student Signature: _____ Date: _____

E. DEPARTMENT/SCHOOL use only:

Student Name: _____

Student ID Number: _____

☐ Leave of Absence

We support the request for leave of absence and guarantee that a place will be available to the student when they return at the end of the time indicated.

☐ Permanent Withdrawal

Specify stage at which student's program is being discontinued (e.g. coursework completed, research partly completed, etc.):

Advisor's Name: _____

Graduate Coordinator's Name: _____

Advisor's Signature: _____

Date: _____

Coordinator's Signature: _____

Date: _____

Note: In the case where the Graduate Coordinator is the faculty advisor, the Chair or his/her designate must sign.

F. OFFICE OF GRADUATE STUDIES use only

Semesters of Absence: _____

Expected Return: _____

☐ Approved ☐ Not Approved

Signature: _____

Date: _____

Withdrawal Policies

A student who wishes to withdraw from the university is expected to consult with the department graduate coordinator prior to submitting the withdrawal notice to the Office of Graduate Studies. Upon the authorization of the Office of Graduate Studies a graduate student who withdraws from the university may be eligible for a refund of part of the fees, to be effective as of the date upon which the withdrawal notice is received in the Office of Graduate Studies.

Tuition & Other Fees (Permanent/Temporary Withdrawal):

Refunds of tuition fees will be calculated according to the effective [date and schedule](#). Refunds of University Non-Academic fees and Student Organization fees (except Bus Pass, medical insurance premium and dental insurance premium) will be made in full up to and including the 15th class day of a semester. No refund of University Non-Academic fees and Student Organization fees will be made after the 15th class day. Room charges will be refunded on a pro rata basis for the period in residence, but cancellation of the residence contract will also result in forfeiture of all or part of the residence deposit. Refer to the Residence Contract Terms and Conditions for further information. If the withdrawal results in a credit balance in your fees account, i.e. payments are greater than charges, a refund cheque is produced. Allow approximately four weeks before refunds are available from Student Financial Services. **The University has been directed by the Ministry of Training, Colleges and Universities (MTCU) to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan.**

Library: A student who withdraws from the University must return all outstanding loans from the Library immediately upon withdrawal, regardless of the original due date. Any items not returned will be declared "lost" and charged to the student's account.

First Semester Students: A withdrawal for any student in the first semester of study will be **permanent**. If the student wishes to re-activate the application file for a future semester, it must be done through their academic department/school. A new application fee will be required; a decision form will be required from the department/school before a new offer of admission will be issued.

Re-admission: A student who permanently withdraws and who subsequently wishes to apply for re-admission **to continue in the same program** will be assessed a re-admission fee. Contact the Office of Graduate Studies for the appropriate form. This re-admission process applies to any student whose file has been closed by the Office of Graduate Studies because of unauthorized absence. Each department/school sets its own guidelines regarding granting of credit for courses/research already completed for any withdrawn students who subsequently apply for re-admission. Upon readmission, tuition fees will be at the rate set for incoming (new) students.

Protection of Privacy: We are committed to protecting your privacy. Personal information is collected under the authority of the University of Guelph Act and pursuant to the *Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have questions about the use and disclosure of your personal information, call the [Office of Graduate Studies](#) at (519) 824-4120 ext. 56833. You can also find more information about access to information and protection of privacy at the University of Guelph from the [University Secretariat](#).