

# Policy on Leave of Absence

**CATEGORY:** Student – Administrative

**ISSUE DATE:** July 27, 2018

**LAST REVISION DATE:** October 13, 2018

**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

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## Policy Purpose & Summary

This policy, entitled “*Policy on Leave of Absence*”, has been created to outline the process by which students may apply for a Leave of Absence from a Program.

It is the policy of the College to formalize the process as outlined below.

## Scope

This policy applies to all students enrolled at the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

## Policy

### 1. REGULATIONS AROUND LEAVE OF ABSENCE

- 1.1. Students at the College will be permitted, in limited circumstances as outlined in Section 3, to apply for a Leave of Absence from their Program.
- 1.2. The Leave of Absence may not exceed one hundred and eighty (180) calendar days, which is calculated from the Leave of Absence Start Date.
- 1.3. Students re-entering their Program will have to abide by the schedules that are available at the College at the time of re-entry, even if the Leave of Absence may exceed the time limit stated in Section 1.2.
- 1.4. Students are permitted to take only one (1) Leave of Absence during the duration of their Program.
- 1.5. If any changes have impacted the student’s Program during their Leave of Absence, the student will be required to adhere to the current Program requirements.
- 1.6. In the event that the student fails to return within one hundred and eighty (180) calendar days from the Leave of Absence start date, the student’s registration will be deemed to have been cancelled.
- 1.7. Any student whose registration is cancelled due to a failure to return to their studies within one hundred and eighty (180) calendar days must be required to contact Admissions and re-apply for entrance into their Program.

### 2. LEAVE OF ABSENCE APPLICATION PROCEDURE

- 2.1. A currently enrolled student who needs to take a Leave of Absence from his/her Program must submit a Leave of Absence form to Student Services.
- 2.2. Student Services shall grant or deny the leave of absence in accordance with Section 3 of this policy.
- 2.3. If a Leave of Absence occurs while a Course is in progress, the student will be required to repeat the Course and pay the applicable Course tuition fees.

### 3. ACCEPTABLE CIRCUMSTANCES FOR LEAVE OF ABSENCE

- 3.1. A Leave of Absence may be granted to a student under the following circumstances:
  - 3.1.1. A significant life event affecting a student's ability for academic success (e.g. pregnancy, birth of a child, loss of an immediate family member/significant other, etc.);
  - 3.1.2. A significant disruption in a student's personal financial situation (e.g. bankruptcy, etc.);
  - 3.1.3. A significant disruption to a student's health and well-being (e.g. accident, injury, short/long term Disability, disruption of mental health, etc.);
  - 3.1.4. Other significant circumstances that would limit a student's ability to attend class, perform without hindrance in evaluative tasks, or otherwise receive and meaningful retain the Course content.

### 4. RETURNING TO STUDIES AFTER A LEAVE OF ABSENCE

- 4.1. The student will be required to give one (1) month's written notice to Student Services which informs the College of the student's anticipated date of return.
- 4.2. A student's return to class will be subject to classroom seating availability.
- 4.3. A student must pay any outstanding tuition fees as deemed by the College; before he or she is allowed to commence his or her Program.
- 4.4. A student returning to a Program which has undergone a change in title, tuition, or duration since the commencement of the student's leave of absence will be required to pay the difference in tuition pricing and take the additional Courses to fulfill their Program requirements.

## Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1013 – Leave of Absence Policy

**ACCOMPANYING POLICIES:** This policy is a part of a suite of administrative oriented policies under the Student Policies category.