

## Leave of Absence Request Form

### Procedure:

1. Students can initiate a request for Leave of Absence at any time in the program.
2. Refer to the Academic Calendar for the policy.
3. Leave of Absences require academic, student finance for all students.
4. International Students require immigration advisement in addition.
5. International students on a Leave of Absence are **not allowed** to work as per IRCC regulations.

| <b>TO BE COMPLETED BY THE STUDENT</b>        |                 |
|--|-----------------|
| Student Name:                                | Student Number: |
| Phone Number:                                | IBU Email:      |
| Program:                                     |                 |
| Student Type: ( ) Domestic ( ) International |                 |
| Signature:.....                              |                 |
| Date:.....                                   |                 |

**For Office Use Only**

**Student Support Office:**

Request Received On (DD/MM/YY): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**International Student Support Office:**

Request Received On (DD/MM/YY): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Enrolment Office:**

Request Received On (DD/MM/YY): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance Office:**

Request Received On (DD/MM/YY): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_