

Scheduled Break Request Form

Procedure:

1. Students can initiate a request for Scheduled Break after each Academic Year.
2. Refer to the Academic Calendar for the policy.
3. International students must maintain full-time enrolment in semester before AND semester after the break for it to be considered as Scheduled Break.
4. International students on a scheduled break are allowed to work full-time hours as per IRCC regulations.

TO BE COMPLETED BY THE STUDENT	
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: _____

Enrolment Office:

Request Received On (DD/MM/YY): _____

Signature: _____ Date: _____