

REQUEST FOR AUTHORIZED LEAVE OF ABSENCE

OFFICE OF THE REGISTRAR

Disclaimers:

This form is a request for leave. Submitting this form does not mean your leave has been approved.

Only students who have completed at least one academic term and are in good standing are eligible to request an Authorized Leave of Absence.

Students will meet with an Academic Advisor to discuss their need for an Authorized Leave of Absence.

Leave requests for international students will be reviewed and approved by an Educational Administrator. Students will be notified by email whether the leave is approved or denied.

While CNC may approve a leave, there is no guarantee that IRCC visa officers will accept a CNC approved leave when processing study permit extension or post graduate work permit applications. All international students are responsible for providing IRCC with any additional information or documentation as per IRCC guidelines. This is not the responsibility of CNC.

Upon return from an approved leave, students must return at the beginning of the semester before the end of the Add/Drop period.

Leaves may be approved to a maximum of 150 days as per IRCC regulations.

STUDENT INFORMATION	
Name:	Student #:
Email:	Phone:
Current Program:	Date of Request:

LEAVE REQUEST DETAIL	
Requested start of leave date	Requested end of leave date
Total Number of Days (<i>cannot exceed 150</i>)	
Have you met with an Academic Advisor regarding this request for leave?	Yes
Name of IRCC specialist reviewing your leave:	
Have you completed a Return-To-Studies Plan	Yes
If you request a leave BEFORE the withdrawal period and the leave is approved, the Office of the Registrar will withdraw you from your course(s) and you will receive a "WD" grade. (<i>see: Change of Enrolment: Office of the Registrar Deadlines</i>)	Yes, I understand
	No, I do not understand
If you request a leave AFTER the withdrawal period and the leave is approved, you may also request a Withdrawal due to Extenuating Circumstances or else you may face academic penalties.	Yes, I understand
	No, I do not understand

REASON FOR REQUESTED LEAVE	
Extenuating Circumstances <i>Include any medical documentation (ex. doctor's note.) with your application.</i>	
Pregnancy	
Military Service	
Changes to Your Program of Study <i>(outside of a regularly scheduled break)</i>	
Postponed Start Date <i>(deferred enrolment)</i>	
Forced Break <i>(courses not offered or available in the student's program)</i>	
Change of Program <i>(Note: a leave will only be approved when the start of the new program does not fall within the next semester of study).</i>	
Unforeseeable and Unavoidable Natural Disasters or Events	
Other	
Description and/or Details Explaining Reason Selected:	
By signing below, I - a.) consent to my personal information being collected and used to decide if I'm eligible for an authorized leave. - b.) guarantee I have been truthful in the information I provided. - c.) am aware that this information will stay in my confidential student file and may be used if I ask for additional leaves.	
Student Signature	

Next Steps – Student:

1. Save this form then email the form to the relevant Educational Administrator (emails below)
 - **Note:** If the email hyperlink does not work on your computer system, save a copy of the completed form to your desktop and use your regular email system to send it as an attachment with any other required documentation.
2. In your email include the following:
 - A request to schedule a meeting with the Educational Administrator to review your leave request.
(every effort will be made to meet with you within (10) business days of receiving your request.)
 - An attached copy of your return-to-studies plan.
 - Any additional attachments of required authentic documentation.

HUB@cnc.bc.ca

| HealthSciences@cnc.bc.ca

| ace@cnc.bc.ca

| Trades@cnc.bc.ca

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TO BE COMPLETED BY THE EDUCATIONAL ADMINISTRATOR	
Authentic Documentation Enclosed	Received
Return-To-Studies Plan	Approved Denied
Request for Authorized Leave of Absence	Approved Denied
Rationale if Denied:	
Educational Administrator Print Name:	
Date:	
Educational Administrator Signature:	

Next Steps - Educational Administrator:

1. After receiving the form, the Educational Administrator will make every effort to schedule a meeting with the student within ten (10) business days to determine if the leave will be approved or denied.
2. The Educational Administrator will provide the completed Request for Authorized Leave of Absence form and all supporting documentation to the Office of the Registrar and a copy to the student.
3. The Office of the Registrar will record the results of the Request for Authorized Leave of Absence form on the student's electronic record.

Privacy Notification

The College of New Caledonia (CNC) collects, uses, discloses and retains personal information in compliance with the BC Freedom of Information and Protection of Privacy Act (FIPPA). Your personal information is being collected under Section 26 of FIPPA for the purpose(s) of assessing your eligibility for an authorized leave of absence and for purposes consistent with the administration of the College and its programs and services. Questions about this privacy notice can be directed to FOIPP@cnc.bc.ca or by mail to: CNC Office of the Registrar, 3330 – 22nd Avenue, Prince George, BC V2N 1P8.