

Policy on Leave of Absence

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

The *Policy on Leave of Absence* outlines the process by which students may apply for a Leave of Absence from a Program.

Scope

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

Policy

1. REGULATIONS: LEAVE OF ABSENCE

- 1.1. Enrolled students may apply for a Leave of Absence from their Programs at the College in the circumstances outlined in Section 2 of this policy.
- 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 Programs must abide by the program and course schedules that are available at the College at the time of their re-entry; therefore, in this circumstance, the Leave of Absence may exceed the time limit defined in Section 1.2.
- 1.4. Students are permitted to take only one (1) Leave of Absence during the duration of their Programs.
- 1.5. Upon re-entry, students are required to adhere to any changes or new requirements that may have been made to their Programs during the Leave of Absence.
- 1.6. If a student fails to return within one hundred and eighty (180) calendar days from the Leave of Absence start date, the College will deem that the student has cancelled his or her registration.
- 1.7. Any student whose registration is cancelled due to a failure to return within one hundred and eighty (180) calendar days to his or her studies is required to contact Admissions and re-apply for entrance into the Program.

2. ACCEPTABLE CIRCUMSTANCES FOR LEAVE OF ABSENCE

- 2.1. A Leave of Absence may be granted to a student under the following circumstances:
 - 2.1.1. A significant life event limiting a student's ability for academic success (examples comprising, but not limited to birth of a child, pregnancy, loss of an immediate family member/significant other, or personal bankruptcy);

- 2.1.2. A significant disruption to a student's health and well-being (e.g., accident, injury, short/long term Disability, physical or mental health issues, etc.); or
- 2.1.3. Any other significant circumstance that would limit a student's ability to attend class, perform evaluative tasks, or otherwise receive and retain Course content.

3. LEAVE OF ABSENCE APPLICATION PROCEDURE

- 3.1. Students requesting a Leave of Absence from a Program must submit a Leave of Absence form to Student Services.
- 3.2. Student Services will grant or deny the Leave of Absence in accordance with Section 2 of this policy. Students will forfeit their Course fees if they commence their Leave of Absence while their courses/modules are in progress.

4. RETURNING TO STUDIES AFTER A LEAVE OF ABSENCE

- 4.1. A student on Leave of Absence must provide written notice to Student Services one (1) month prior to the anticipated date of return.
- 4.2. A student's return to class will be subject to the availability of seating in the classroom.
- 4.3. Students returning from a Leave of Absence must pay any outstanding tuition fees before recommencing their Program.
- 4.4. Students will be required to repeat the uncompleted Course/Module and pay the applicable tuition fees upon their return from the Leave of Absence.
- 4.5. If a Program has undergone a change in title, tuition, or duration since the commencement of the student's Leave of Absence, the returning student is required to fulfill any additional Program requirements and to pay the difference in tuition pricing.

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.