



REQUEST FOR LEAVE OF ABSENCE

A change in course schedule, withdrawal, or interruption of studies may affect current and future eligibility for funding (e.g., student loans, grants, awards, bursaries) and/or immigration status for international students. Before confirming any changes, it is recommended that:

- **Students Contact [Financial Aid & Awards](#)** via financial.aid@royalroads.ca for funding related questions.
- **International students consult with [Immigration Advising](#)** by emailing Immigration@royalroads.ca or by booking an appointment using the [online booking system](#).

Instructions: Complete this form if you are requesting a leave of absence from a program. Please send the completed form to the program area for approval. Once approved, the program area will forward the form to the Registrar's Office.

Note: *Students are expected to maintain continuous enrolment in their program. Subject to the approval of the Dean (or authorized designate), a student may be granted on-leave status from the university for a period normally limited to one year if exceptional circumstances arise.*

Exceptional circumstances would normally include active military duty, UN Service, or significant personal or immediate family issues; workload or change in employment would only in rare circumstances be acceptable grounds for a leave.

Students must present documentation to the Dean (or designate) for approval prior to the start date of the requested leave.

Students holding on-leave status are not normally provided with academic supervision or access to the university's facilities or services and exceptions are granted only with the express permission of the Dean. It is expected that students on leave of absence are doing so for personal or professional reasons and will not be working on their thesis or major project during their leave.

Due to program capacities, seats will not be reserved for students on leave. Every effort will be made to accommodate students who wish to return from a leave; however, if a seat in the program is not available when the student wishes to return, the leave will be extended to the next available intake date and the student's program completion deadline will be adjusted accordingly.

IMPORTANT NOTE: *At the end of their leave, students need to request a return from leave and work with their program office to develop an updated program of study. If a student does not return to the program at the end of their approved leave they will have their status automatically changed to "Required to Withdraw." Exceptions to this policy require the approval of the Registrar.*

| | |
|-----------------------------|----------------|
| First name | Last name |
| Student number | Program name |
| Leave start date | Leave end date |
| Reason for leave of absence | |

Student signature: _____ **Date:** _____

Note: Signature only required if this form is not sent from your email address currently on file at RRU.

PLEASE EMAIL COMPLETED FORM TO YOUR PROGRAM AREA

Approval – (Dean/Designate): _____ **Date:** _____

Approval – (Registrar): _____ **Date:** _____
(for exceptions to academic regulation only)