



REQUEST FOR LEAVE OF ABSENCE

It is recommended that students contact Financial Aid & Awards before initiating any changes, if applicable, via ruffinancialaid@royalroads.ca. A change in course schedule, withdrawal, or interruption of studies during a period of funding (e.g., student loans, grants, awards, bursaries) may affect current and future eligibility for assistance.

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.

Students who do not return to the program at the end of their approved leave 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:
<p>NOTE: If you are currently completing a course in progress and will not be completing it due to the Leave of Absence, a 'RW' or 'VW' final grade will be entered. Should the course in progress be more than one-half complete, the final grade entered will be 'RW' (Required to Withdraw) and this will be reflected on the student's transcript. If the course is less than one-half complete the final grade entered will be 'VW' (Voluntary Withdraw) and no entry will be made on the student's official transcript. Tuition refunds are pro-rated in accordance with the "Refund of Tuition" policy found in the Financial Services section of the University Calendar on our website.</p>	
Reason for Leave of Absence	

Student Signature: _____

Date: _____

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

PLEASE EMAIL THE COMPLETED FORM TO YOUR PROGRAM AREA

<p style="text-align: center;">Faculty of Social and Applied Sciences</p> <p>School of Communication & Culture: RRU-SCC-Admin@royalroads.ca School of Education and Technology: SET.Admin@royalroads.ca School of Environment & Sustainability: RRU-SES@royalroads.ca School of Leadership Studies: leadership-admin@royalroads.ca Leadership Health: leadership.health@royalroads.ca School of Humanitarian Studies: RRU-SHS@royalroads.ca</p> <p style="text-align: center;">College of Interdisciplinary Studies</p> <p>College of Interdisciplinary Studies: RRU-CoIS-Admin@royalroads.ca</p>	<p style="text-align: center;">Faculty of Management</p> <p>Bachelor of Commerce: RRU-FOM-BCOM-Team@royalroads.ca Bachelor of Business Administration: RRU-FOM-BBA-Team@royalroads.ca Master of Business Administration: RRU-FOM-MBA-Team@royalroads.ca Master of Global Management: RRU-FOM-MGM-Team@royalroads.ca School of Tourism & Hospitality Management: RRU-FTHM-STHM@royalroads.ca</p> <p style="text-align: center;">Professional & Continuing Studies</p> <p>Graduate Certificate Programs: rru-fom-ccwi@royalroads.ca</p> <p style="text-align: center;">International Study Centre</p> <p>International Study Centre: iscadmissions@royalroads.ca</p>
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Approval – (Dean/Designate): _____

Date: _____

Approval - (Registrar): _____
(for exceptions to Academic Regulation only)

Date: _____