

## REQUEST FOR AUTHORIZED LEAVE

Authorized leave of absence from studies for up to one academic term can be provided in any exceptional situation that adversely affects a student's academic progress (including, any adverse impact on an international student's ability to comply with immigration regulations). It is a student's responsibility to present evidence supporting their request for authorized leave. The student is also responsible for any consequences associated with taking leave from studies, including any impact on academic progression and immigration-related cases alike. If a student's request for authorized leave is approved, information collected in this form shall become part of the student's record; and, whenever necessary, shall be disclosed to relevant academic and administrative departments at NorQuest College, including to Immigration, Refugees and Citizenship Canada (IRCC).

The personal information requested on this form is collected under the authority of section 65 of the Post-Secondary Learning Act and section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the purpose of processing your request for an authorized leave. For information about the collection and use of this information, contact NorQuest International at 10215 108 Street NW, Edmonton, AB, T5J 1L6, [international@norquest.ca](mailto:international@norquest.ca).

**Complete Sections 1 and 4. Then submit to [international@norquest.ca](mailto:international@norquest.ca) from your MyMail account.**

### Section 1: Personal Information (to be completed by Student)

First Name	Last Name	Student ID Number
Reason for Leave Request:		
<input type="checkbox"/> Medical	<input type="checkbox"/> Care Giving	<input type="checkbox"/> Maternity/Parental
<input type="checkbox"/> Academic	<input type="checkbox"/> Bereavement	<input type="checkbox"/> Other
Describe reasons prompting your request for authorized leave ( <b>include supporting documentation</b> ). If you require additional space for your description, please, include additional pages.		

### Provide documentation to support your request for authorized leave. Examples of documentation:

- a. Medical Leave: Note from medical practitioner. **Note must include** student's first and last names; medical practitioner's contact information; start and end dates of leave; **and a statement clearly describing student's inability to perform their academic duties.**
- b. Bereavement: Death certificate, death announcement, official funeral program or newspaper article, etc.
- c. Military Service: Official letter outlining call to service, including start and end dates of service.
- d. Maternity/Parental: Proof of pregnancy, birth, or adoption.
- e. Care Giving/Other: Written explanation of circumstances.

This is a first-time request       This is a renewal request

**Exact Dates of Requested Leave**

From:	To:
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**Section 2: Review Implications of Leave to Student** (to be completed by International Student Advisor and Retention Advisor)

Student has discussed their need for authorized leave with a Retention Advisor and International Student Advisor; including leave's implications on (i) progression within their program (ii) their temporary residency status (for International students).

<b>International Student Advisor's Notes</b> regarding impact(s) of leave on temporary residency status & re-entry:  Leave:  Supported  Not Supported  Check Box0		
<b>Retention Advisor's Notes</b> regarding impact(s) of leave on student's enrolment plan:  Leave:  Supported  Not Supported		
Name of International Advisor	Date	Signature
Name of Retention Advisor	Date	Signature

*The Retention Advisor/International Student Advisor must sign and date this section, before forwarding this Request for Authorized Leave to the Program Chair (or designate) for their review and rendering of a final decision.* Date

**Section 3: Academic Review (to be completed by Program Chair or Designate)**

Student has discussed the leave and its academic implications with Program Chair (or designate).

A Return-to-Studies plan has been discussed with student.

<b>Program Chair's Notes</b> regarding the return-to-studies plan and the impact of leave on student's academic progression:  Leave:  Supported  Not Supported
Indicate term/year the student is expected to resume studies:
Indicate courses in which the student is advised to enroll – upon their return from leave:

The student's authorized leave shall begin on _____ and end on _____.		
Name of Program Chair / Designate	Date	Signature

**Upon a student's return from authorized leave, it shall be their responsibility to self-enroll (as soon as possible) into any courses they may require in order to maintain progression within their academic program.**

**Section 4: Final Approval** (to be completed by Student)

It is highly recommended that international students retain a copy of this approved request for authorized leave (for when an explanation is required by the IRCC or other government agency). Additionally, international students shall be issued an Authorized Leave Letter by an International Student Advisor, confirming that their request for authorized leave has been approved.

- I have read and understood the Authorized Leave Procedure, as stated in this document.
- If a student is enrolled in any portion of a term, after the refund deadline for that term has passed, they can claim a refund by submitting a Request for Financial Appeal Form to the Office of the Registrar, along with the proof of the extenuating circumstances.
  - If a student requires authorized leave **beyond one academic term**, they shall be required to re-apply through APAS and pay a new application fee. Assessments of re-admission shall be based on admission requirements in effect at the time of re-application, and admission shall depend on availability of seats in the program.
  - Returning students shall be subject to all academic regulations, tuition, & program requirements in effect at the time of their return.

Student's Name (Printed)	Date	Signature
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**IMPORTANT NOTE: NorQuest College strongly recommends that every student take only one (1) authorized leave for the entire duration of their program. Taking more than one authorized leave may negatively affect a student's ability to keep up with course content or progression within their academic program.**