

Date Received  
*Office Use Only*

# Official Leave Of Absence Form

Registrar's Office  
 222 St. Patrick Street Toronto, ON M5T 1V4  
[regoffice@michener.ca](mailto:regoffice@michener.ca) | 1 (416) 596-3117 or 1 (800) 387-9066

Students who are in good standing may **request** a Leave of Absence from their program of study due to prolonged illness, injury, or due to personal circumstances which make it temporarily impossible to continue in their program. Requests are to be submitted to the Program Chair for approval. Students must meet with the Chair and should be prepared to provide supporting documents to the Chair.

**Notes:**

1. Students approved for LOA who are on OSAP will have OSAP notified of their enrolment change.
2. New admit students (first-year) who withdraw for ANY reason in their first semester are not eligible for a Leave of Absence.

<b>Student Name – Last, First Middle</b>	<b>Student Number</b>		
<b>Address (Number, Street, Unit)</b>	<b>City</b>	<b>Province</b>	<b>Postal Code</b>
<b>Telephone</b>	<b>Program Name</b>	<b>Term</b>	

**Program Chair's Review of Request**

Documentation Supporting Leave of Absence:

Denied. Reason:

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Approved.    Expected Term/Year of Return\*:

	<small>Term (e.g. FA, WI, SU)</small>	<small>Academic Year (e.g. 2019/20)</small>
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\* Student must pay the \$500.00 non-refundable deposit at least three (3) months prior to Semester start or May 1 for Fall Semester.

Conditions for Readmission: \_\_\_\_\_

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<b>Program Chair Signature</b>	<b>Date</b>	<b>Last Day of Attendance</b>
<b>Processed date</b>	<b>Processed by RRO</b>	<b>Processed by Admissions</b>
<b>Reviewed by Registrar or FAO:</b> _____		<b>IM, PRGM, BB, LR, HS, SSN, ADM Notified</b> <input type="checkbox"/>

## Withdrawal & Refund Schedule

Timeline	Academic Penalty	Refund
Before the official start of classes up to the end of the 10 <sup>th</sup> day of the semester.	None	100% Refund*
From the 11 <sup>th</sup> day of the semester to the end of the 20 <sup>th</sup> day of the semester.	W Grades	60% Refund*
After the 20 <sup>th</sup> day of the semester, but before the end of the 7 <sup>th</sup> week of the semester.	W Grades	None
After the 7 <sup>th</sup> week of the semester until the last day of the semester.	WF Grades	None
After the last day of the semester.	No withdrawal	None