



**Registrar's Office**  
1407 14 Avenue NW Calgary, AB T2N 4R3  
Tel: 403.284.7634 Fax: 403.284.7644  
registrar@auarts.ca

# Undergraduate Studies: Request for Leave of Absence

This form will be completed by continuing students who are petitioning for a Leave of Absence (LoA) from their studies at AUArts. New students to AUArts should consult with [Admissions@AUArts.ca](mailto:Admissions@AUArts.ca) regarding deferring admission to a future semester.

## Student Information

Student ID:	Student last name:	Student first (or chosen) name:	
Street / Box address:	City:	Province:	Postal code
Phone number:	AUArts email address:	Program / Major:	

## Leave of Absence Details

Future semester(s) for which you are requesting a leave: <input type="checkbox"/> Fall 20__ <input type="checkbox"/> Winter 20__ (maximum two (2) semesters) If you are approved for a LoA, you will be withdrawn from any future semester course registrations. Note: Students who stop attending classes and fail to officially withdraw from the current term or receive an approved Leave of Absence for a future term where registration has already taken place will be assigned "F" grades. If you would like to withdraw from the current semester, please see Undergraduate Studies: Withdrawal Form.	
Confirm the future term when you will be returning to AUArts.	Term: <input type="checkbox"/> Fall 20__ or <input type="checkbox"/> Winter 20__
Do you have a government student loan? <input type="checkbox"/> No <input type="checkbox"/> Yes	Province/Source of funding:
Are you a sponsored student? <input type="checkbox"/> No <input type="checkbox"/> Yes	Sponsor:

## Petition Requested for:

- Parental Leave
- Medical Leave; Personal or Family Health
- Professional Development Leave; related to program of study
- Military Service
- Other: \_\_\_\_\_



**Registrar's Office**  
 1407 14 Avenue NW Calgary, AB T2N 4R3  
 Tel: 403.284.7634 Fax: 403.284.7644  
 registrar@auarts.ca

# Undergraduate Studies: Request for Leave of Absence

I understand that,

1. If I have an outstanding/unpaid balance I will not be approved for a Leave of Absence until all tuition and fees are paid. This means all accounts must be in good standing before my petition is considered.
2. While I am on a LoA I will be registered in a Placeholder course, but I will not be charged tuition or fees and I will not have access to AUArts facilities or services.
3. I will continue to receive communications from AUArts as though I were a continuing student.
4. When I return to AUArts at the end of my approved leave, I do not need to reapply for admission. My academic standing status will remain in place up to and including the term in which I return. If I do not return to studies at AUArts for the term indicated above, I will be withdrawn from AUArts.

Student's signature:	Date:
----------------------	-------

## Office Use Only

<input type="checkbox"/> Copy to Library	<input type="checkbox"/> Copy to Financial Aid	<input type="checkbox"/> RO: Holds/Conditions Cleared	<input type="checkbox"/> Locker/ID card advised
	RO: UPass issued to student? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Balance Owing \$	
LoA Term(s):	Fall 20_____	<input type="checkbox"/> Course registration status: DD	<input type="checkbox"/> Placeholder Course
	Winter 20_____	<input type="checkbox"/> Course registration status: DD	<input type="checkbox"/> Placeholder Course
Official LoA Commence Date:	<input type="checkbox"/> Withdraw Current Term	Entered by:	Date:
<input checked="" type="checkbox"/> SFB advised	<input type="checkbox"/> CTS advised	<input type="checkbox"/> Faculty advised	
Leave of Absence:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Assessed By:  /Registrar	Date:

If there was an error made in the assessment process, the decision may be appealed to the AVP-Student Affairs within 14 calendar days of the decision being communicated by the Registrar. The student will forward this request form which indicates the decision and include a written letter indicating the error made in the assessment.