



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

# Undergraduate Studies: Request for Leave of Absence

This form will be completed by continuing students who are requesting a Leave of Absence (LOA) from their studies at AUArts. The form should be completed in advance of the term and can be completed up to the last day of the add/drop deadline of the current term. New students to AUArts should consult with [Admissions@AUArts.ca](mailto:Admissions@AUArts.ca) regarding deferring admission to a future term.

## 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 for which you are requesting a leave:  Fall or  Winter 20\_\_\_\_  
 Limitation: You must complete one form per term. A fee will apply for each term LOA.

If you are approved for a LOA, you will be deregistered from course registrations. However, if the term has already started and you would like to withdraw from the current term, please see Undergraduate Studies: Withdrawal Form.

**Notes:**

1. You may be granted a Leave of Absence to a maximum of 2 continuous full (Fall / Winter) terms.
2. Students who stop attending classes and fail to officially withdraw from the current term will be assigned earned grades.
3. Individuals who stop attending AUArts and who were not granted a Leave of Absence in advance are required to re-apply for admission to return to their program.

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:

## Leave requested for:

Parental Leave

Medical Leave; Personal or Family Health

Professional Development Leave; related to program of study

Military Service

Other: \_\_\_\_\_



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I understand that,

- 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 request is considered.
- There is a processing charge for the Leave of Absence. See Academic Calendar: Fees.  
<https://www.auarts.ca/current-students/register-courses/academic-calendar>
- If I have already paid the tuition and fees for the term that I am requesting the LOA, I should contact PayFees@AUArts.ca about my student account.
- While I am on a LOA I will be registered in a Placeholder course.
- I will continue to receive communications from AUArts as though I were a continuing student.
- 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:
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### 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:	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:
Leave of Absence:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Assessed By:  /Registrar	Date: