

Please refer to the School of Graduate Studies (SGS) [Leave of Absence Policy](#) and [Leave of Absence](#) sections of the SGS website.

Students whose programs require continuous registration may apply to their Departmental Graduate Coordinator for a one session to three session leave during their program of study for (i) serious health or personal problems which temporarily make it impossible to continue in the program, or (ii) parental leave by either parent at the time of pregnancy, birth or adoption, and/or to provide full-time care during the child's first year. Students experiencing financial difficulties should first contact the OISE Office of the Registrar and Student Services (ORSS).

Once on leave, students will not be registered nor will they be required to pay fees for this period. Students on leave may not make demands upon the resources of the University (including attend courses, expect advice from their supervisor or receive funding). In the case of graduate student awards, the regulations of the particular granting agency apply. The time limits for achieving candidacy and degree completion will be extended by the duration of the leave taken.

Except for parental leave, students are eligible for one leave (up to 3 sessions) under the terms of this policy. Subsequent requests for leave are non-standard and must be approved by the School of Graduate Studies and require a letter of substantive rationale written by the Graduate Coordinator and, if applicable, require supporting documentation. Normally the start and finish of the leave would coincide with the start and end of a session.

International students will be assessed UHIP while on leave for the first four months. The UHIP policy only allows for one leave of absence (up to four months or one session) per academic year. If an international student requires a full year of leave (three sessions), they will not be covered under the UHIP policy for the latter two sessions; in such situations, international students are advised to source private health insurance to ensure coverage while on a leave of absence. Details at: <https://www.studentlife.utoronto.ca/cie/uhip>

SECTION 1: Student Information (To be completed by the student)

Name:	Student Number:	
Degree:	U of T Email:	
Graduate Unit:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Have you had a previous leave? <input type="checkbox"/> No <input type="checkbox"/> Yes - if yes, list all prior leaves:	From:	To:
	From:	To:
	From:	To:
Type of leave being requested, indicate:		
Parental	<input type="checkbox"/>	Parental leave must be completed within twelve months of the date of birth or custody.
Medical	<input type="checkbox"/>	A medical certificate or signed Verification of Illness form is required.
Personal	<input type="checkbox"/>	Must provide an explanation: _____



Number of sessions being requested (maximum of 3): <small>Sessions: Fall (September to December), Winter (January to April) and Summer (May to August)</small>	From:	To:
If you are currently receiving awards, stipends and/or funding for the sessions indicated, please list and provide the amounts or write 'none is being received'.		
Indicate for access to Student Life (Counselling and Psychological Services, Accessibility Services, Academic Success Centre, etc.), Hart House and Faculty of Kinesiology & Physical Education services for a fee. If your leave of absence is approved, you will be emailed a web link to make an electronic payment.:		
<input type="checkbox"/> One term (\$456.02 FT, \$91.22 PT) <input type="checkbox"/> Two terms, (\$912.04 FT, \$182.44 PT) <input type="checkbox"/> Three terms (\$1,368.06 FT, \$273.96PT)		
<p>Note: UHIP is not included. Note that students on leave who have been accessing physician care from Health and Wellness prior to the start of their leave will maintain uninterrupted medical and psychiatric care for the duration of their leave and are not required to opt-in to continue receiving treatment. Additionally, students with sport or exercise-related injuries or inquiries will have continued access to The David L. MacIntosh Sport Medicine Clinic. Students wishing to continue their UTGSU health and dental plan coverage should contact health@utgsu.ca to inquire about extended coverage during the leave.</p>		
*By signing this form, I confirm that I have read the leave of absence policy and understand the conditions of this request and agree not to undertake any academic work toward my graduate degree program.		
Student's Signature and Print Name*:		Date:

SECTION 2: Chair/Director/Graduate Coordinator Approval

Yes <input type="checkbox"/> No <input type="checkbox"/>		
Chair/Coordinator Signature:	Graduate Unit:	Date:

SECTION 3: OISE ORSS / SGS

Is SGS Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SGS review required for all non-standard requests (i.e., for a second leave of absence request beyond three sessions and other non-standard requests) must include a letter of substantive rationale.	
Request for Leave of Absence: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Number of Sessions:	From: To: Month: Year: Month: Year:
Original Time Limit for Degree:	New Time Limit for degree:
Registrar's Office Signature:	Date:
SGS Signature (If Applicable):	Date: