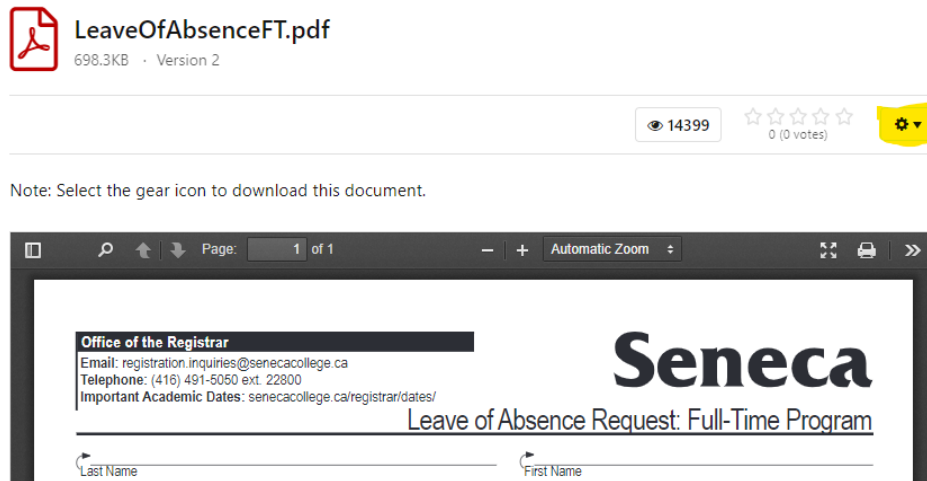


STUDENT INSTRUCTIONS – LEAVE OF ABSENCE

Follow the directions below very carefully. Most especially, **do not physically print** out the form, **TYPE** any required signature, and right-click to **'save as'**.

1. Access the 'Leave of Absence Request: Full-Time Program' from [this link](#).
2. Download the form to your device using the gear icon at the top right-hand portion of the page.



3. Open the form in a web browser – Chrome or Firefox work best.
4. Fill in your contact and program information, and then indicate in which term your leave should begin and in which term you will be returning. For example, to take only the Fall 2022 term off, indicate a beginning term of Fall 2022 and a return term of Winter 2023.

Telephone: (416) 491-5000 ext. 22800
Important Academic Dates: senecacollege.ca/registrar/dates/

Leave of Absence Request: Full-Time Program

Last Name: Moghson First Name: Worf

Student ID Number: 333777239 Program: Police Foundations

Preferred Telephone Number: (123) 622-1701 Seneca Email Address: wmoghson@myseneca.ca Alternate Email Address: qapla17390.9@qonos.mail

Reason for Leave: Medical

Leave of Absence beginning – From which term?
☒ Fall ☐ Winter ☐ Summer Year: 2022

Expected Return – in which term?
☐ Fall ☒ Winter ☐ Summer Year: 2023

5. The next section of the form is for International students only. Enter your study permit expiry date, the current date, and TYPE your name in the signature field.

→ To be completed by International Students Only:

Study Permit Expiry Date: April 30, 2023

- I understand that any funds in my student account will be forwarded to the expected return term.
- I understand that I am required to have valid, Seneca provided health insurance while on leave and that this may require an additional payment.

Student Signature: Worf Moghson Date: July 21, 2022

6. The next section of the form is for Seneca Staff only. Students please read the terms and conditions below, and then enter the date to indicate your acceptance.

- I understand that if I am withdrawing from the College after the 10th day of scheduled classes and my fees have not been paid in full, the fees must still be paid and that overdue accounts will be sent to a collection agency if arrangements for payment have not been made.
- I understand that if I do not return in the expected term recorded above I may not have a seat in my program upon my return.
- I understand that if I am in receipt of OSAP funds, any refund due to me may be sent back to the National Student Loan Service Centre to repay a portion of my student loan (Domestic students only).

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information on this form is collected in accordance with sections 21, 39 and 49 of the Freedom of Information and Protection of Privacy Act and under the legal authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, and the Ontario Colleges of Applied Arts and Technology Act, 2002, Regulation 34/03, and may be used and/or disclosed for administrative, statistical and/or research purposes of the College and/or the ministries or agencies of the Government of Ontario and the Government of Canada. If you have any questions concerning the collection and use of personal information, please contact the Privacy Office at (416) 491-5050 extension 77846 or email privacyoffice@senecacollege.ca.

I have read the above statement and hereby authorize the release of information contained herein to the above mentioned.

Date: July 21, 2022

7. You will now need to save the form and send it to your student adviser as an email attachment. DO NOT print to .pdf. Instead, please right-click and 'save as'.

