


Instructions for filling out Leave of Absence Form (Student)

Step 1 (All Students)

Download the form and open it in a web browser (Chrome or Firefox) to fill out (don't open in Adobe acrobat). Once filled out, save the document to send as an attachment. Make sure to 'save as' – don't print to .pdf. Do not print out the form and take a picture to send. TYPE your information and do not use handwriting.

Files ▶ Root




Leave of Absence Request: Full-Time Program

684.9KB · Version 1

2176

0 (0 votes)



Note: Select the gear icon to download this document.

Step 2 (All Students)

Please fill out all the information in the following area of the form.

Important Academic Dates: Seneca College Calendar

Leave of Absence Request: Full-Time Program

Last Name

First Name

Student ID Number

Program

()

Seneca Email Address

Alternate Email Address

Preferred Telephone Number

Reason for Leave:

Leave of Absence beginning – From which term?

Fall

Winter

Summer

Year: 20

Expected Return – in which term?

Fall

Winter

Summer

Year: 20

Step 3 (International Students only)

Please leave the following area of the form blank. DO NOT put anything in the Scheduled Break or Authorized Leave area.

To be completed by the Academic Area:

This leave request is approved for:

Domestic Student

International Students

Scheduled Break (as per College Policy)

Term:

Term:

Authorized Leave

Term:

Term:

Signature of Program Coordinator/Student Advisor

Date

Please do fill in this area of the form. In the signature area, please TYPE your name. If you sign any other way, this may lock the document so that no one can edit it after you.

! To be completed by International Students Only: !

Study Permit Expiry Date:

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

Date

Step 4 (All Students)

After you have read and understand all the information of the form please fill in the date here, save the form, and send it to your Student Adviser. Be sure to use your official Seneca email address.

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

Date: