



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

Graduate students whose programs require continuous registration may apply to their 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 [SGS Graduate Awards Office](#).

Once on leave, students will not be registered nor will they be required to pay fees for this period. In general, students on leave may not make demands upon the resources of the University (including the GSU Health and Dental Plans), attend courses or expect advice from their supervisor. As an exception, students on leave for parental or serious health reasons who wish to consult with their supervisor or other faculty are advised to make special arrangements through their graduate unit. Students on leave will not be eligible to receive University of Toronto funding support. In the case of other graduate student awards, the regulations of the particular granting agency apply. The time limits for achieving candidacy and completing the degree program will be extended by the duration of the leave taken, i.e., one, two or three sessions as appropriate.

Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. Normally the start and finish of the leave would coincide with the start and end of a session. When students require a leave to begin in mid-session, they are advised to contact the [Director of Student Services](#) at SGS to make special arrangements.

Subsequent requests for leave and other non-standard leaves must be approved by the Admissions and Programs Committee of SGS, as well as the graduate unit, and will require a letter of substantive rationale written by the Graduate Coordinator and, if applicable, require supporting documentation (e.g., a medical leave request must include a medical certificate).

Note, international students will be assessed UHIP while on leave for the first four months. The UHIP policy only allows an international student to have 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. International students who are planning to leave the country should contact the [Centre for International Experience](#) regarding their UHIP coverage.

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

| | | |
|--------------------------------------|---|-----------|
| Name: | Student Number: | |
| Degree: | U of T Email: | |
| Graduate Unit: | Full-time | Part-time |
| Have you had a previous leave? | From: | To: |
| No | From: | To: |
| Yes - if yes, list all prior leaves: | From: | To: |
| Type of leave requested, indicate: | | |
| Parental | Parental leave must be completed within twelve months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions may not exceed four. Students are eligible for one leave per child. | |
| Personal/Medical | Provide an explanation and medical certificate where applicable. Attach additional pages if more space is required. | |



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|---|---------------------------------------|-------|
| Number of sessions requested (maximum of 3): | From: | To: |
| Are you currently receiving awards, stipends and/or funding for the sessions indicated? | | |
| Yes | | No |
| If yes, please list and provide amounts of all awards, stipends and/or funding so that we may facilitate the accurate administration of these funds prior to and upon return from your leave. | | |
| Indicate whether you are opting into receiving 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: | | |
| One term (\$379.80 FT, \$75.97 PT) | Two terms, (\$759.60 FT, \$151.94 PT) | |
| Three terms (\$1,139.40 FT, \$227.91 PT) | | |
| If you have opted in, and your leave of absence is approved, you will be emailed a web link to make an electronic payment. Note: UHIP is not included. | | |
| *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*: (sign and print name) | | Date: |

SECTION 2: Chair/Director/Graduate Coordinator Approval.

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|---|--------------------------------|-------|
| Original time limit for the degree: | New time limit for the degree: | |
| 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, include a letter of substantive rationale): | | |
| Yes | | No |
| Chair/Coordinator Signature: (sign and print name) | Graduate Unit: | Date: |

SECTION 3: Vice-Dean, Students, School of Graduate Studies Approval.

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| Request for Leave of Absence: | Approved | Denied |
| Vice-Dean's Signature, School of Graduate Studies: | Date: | |

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government agencies for statistical purposes. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.