



Date Received
Office Use Only

Official Leave Of Absence Form

Registrar's Office
222 St. Patrick Street Toronto, ON M5T 1V4
regoffice@michener.ca | 1 (416) 596-3117 or 1 (800) 387-9066

Students who are in good standing may **request** a Leave of Absence from their program of study due to prolonged illness, injury, or due to personal circumstances which make it temporarily impossible to continue in their program. Requests are to be submitted to the Program Chair for approval. Students must meet with the Chair and should be prepared to provide supporting documents to the Chair.

Notes:

- 1. Students approved for LOA who are on OSAP will have OSAP notified of their enrolment change.
- 2. New admit students (first-year) who withdraw for ANY reason in their first semester are not eligible for a Leave of Absence.

Student Name – Last, First Middle		Student Number	
Address (Number, Street, Unit)		City	Province Postal Code
Telephone	Program Name	Term	

Program Chair's Review of Request Documentation Supporting Leave of Absence:

Denied. Reason:

Approved. Expected Term/Year of Return*:

	_____	_____
	<small>Term (e.g. FA, WI, SU)</small>	<small>Academic Year (e.g. 2019/20)</small>

* Student must pay the \$500.00 non-refundable deposit at least three (3) months prior to Semester start or May 1 for Fall Semester.

Conditions for Readmission: _____

_____	_____	_____
Program Chair Signature	Date	Last Day of Attendance

_____	_____	_____
Processed date	Processed by RRO	Processed by Admissions

Reviewed by Registrar or FAO: _____

Withdrawal & Refund Schedule

Timeline	Academic Penalty	Refund
Before the official start of classes up to the end of the 10 th day of the semester.	None	100% Refund*
From the 11 th day of the semester to the end of the 20 th day of the semester.	W Grades	60% Refund*
After the 20 th day of the semester, but before the end of the 7 th week of the semester.	W Grades	None
After the 7 th week of the semester until the last day of classes.	WF Grades	None
After the last day of the semester.	No withdrawal	None

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Refund Calculation and Notes:

Refund Calculations (Base Programs)

A. Refund Timelines	Holdback	Refund	
1. Up to the end of the 2nd week of the semester:	0%	100%	
2. From the 11 th day of the semester to the end of the 20 th day of the semester:	40%	60%	
3. After the 20 th day of the semester:	100%	0%	
B. Withdrawal Information	Charge	Credit	Notes
1. Withdrawal Date:		<i>This determines the amount of refund (see above)</i>	
2. Total Tuition Assessed (include \$500 Deposit):			Note: Tuition may be assessed but not paid.
3. Tuition less \$500 Deposit (if applicable)			This is the amount the refund is calculated on.
4. Tuition Refund (if applicable)			This is the percent of B.3. (100%, 60% or 0% depending upon withdrawal date).
5. Tuition Holdback (per refund timelines)			This is the charge remaining on the student's AR in PowerCampus
6. Deposit Assessed (non-refundable):			This charge remains on the student's AR in PowerCampus
7. Ancillary Fees Paid :			100% Refundable up to 4th week
Total AR on Student File (B5 +B6):			Total Refund (B4+B7)