

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	
rogram Chair's Review of Request	Documentation Supporting Le	ave of Absence:	
☐ Denied. Reason:			
☐ Approved. Expected Term/Year of Retu	ırn*:		
☐ Approved. Expected Term/Year of Retu	urn*: Term (e.g. FA, W	/I, SU) Academic Year (e.g. 2019/2	
☐ Approved. Expected Term/Year of Retu Student must pay the \$500.00 non-refundable deposit at le	Term (e.g. FA, W		
Student must pay the \$500.00 non-refundable deposit at le	Term (e.g. FA, W	May 1 for Fall Semester.	
Student must pay the \$500.00 non-refundable deposit at le	Term (e.g. FA, Weast three (3) months prior to Semester start or I	May 1 for Fall Semester.	
Student must pay the \$500.00 non-refundable deposit at le	Term (e.g. FA, Weast three (3) months prior to Semester start or I	May 1 for Fall Semester.	
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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 the semester.	WF Grades	None
After the last day of the semester.	No withdrawal	None