

Office of the Registrar Email : registrar@alexandercollege.ca Tel: (604) 435-5815 Fax: (604) 435-5895

## **Request for Authorized Leave from Studies**

Per Immigration, Refugees, and Citizenship Canada (IRCC) policy, international students require a study permit to study in Canada, and must comply with the terms of the permit throughout their studies. Foremost among the terms of a study permit is the requirement to be actively pursuing studies by maintaining continuous enrolment at a Designated Learning Institution (DLI), without any unauthorized breaks in study.

By process of appeal to the college's Registrar, study permit holders in good academic standing may be eligible to take an authorized leave from studies under certain circumstances beyond their control, and still be considered actively pursuing studies during the approved period. Students must have successfully completed at least one term of full-time study prior to the term of requested leave. Authorized leave from studies may extend to a maximum of 150 days or one regular term.

Reasons for requesting authorized leave from studies could include (for example):

- Medical Critical physical or mental condition/illness
- Pregnancy/Maternity Late or high-risk pregnancy, recent childbirth) •
  - Family Critical emergency within the immediate family or death of an immediate family member
    - For the purpose of leave from studies, immediate family includes the student's: parent or step-parent, legal guardian, sibling or step-sibling, spouse or common law partner, child or step-child, grandparent, and in-law.

Students approved for a period of authorized leave by Alexander College are not required to inform IRCC, but must retain a letter of Confirmation of Authorized Leave for their own records (if proof of approval is requested by IRCC at a later date). Students approved for authorized leave must return to full-time studies in the subsequent term, and may not work during the authorized leave.

To request authorized leave from Alexander College for up to one regular term, students are required to:

- 1. Complete this form
- Attach evidence detailing the reason for the requested leave 2.
- 3. Submit by email registrar@alexandercollege.ca or in-person at the Registrar and Enrolment Services Counter.

Applicants will be contacted if more information is needed, and notified of the decision within 10 business days. If approved, students will be provided with a Confirmation of Authorized Leave letter.

Student Information			
First Name	Last Name	Student ID Number	
Email Address		Telephone Number	

Request Details				
Study Permit Information	Reason for Requested Leave	Requested Period of Leave		
Unique Client Identifier (UCI) Issue date (DD-MMM-YYYY) Expiry date (DD-MMM-YYYY)	Medical (serious physical or mental health condition) Pregnancy/Maternity (late or high-risk pregnancy, recent birth) Family (critical immediate family emergency)	Fall (September - December) Winter (January – April) YYYYY Spring-Summer (May – August)		
Reason Details (use the back of this form or attach an addition of the second s	l onal sheet if more space is needed)	Date (DD-MMM-YYYY)		

OFFICE USE UNLT			
Approval			
Yes	No		
Term:	Rationale:		
Registrar Signature		Date (DD-MMM-YYYY)	

Alexander College is committed to using personal information we collect in accordance with the Personal Information Protection Act (PIPA). By providing personal information on this form, you consent to have the College use the information solely for the purposes of providing academic and student support services. The full College policy is available online at http://www.alexandercollege.ca Rev. 04/2024