



**THE UNIVERSITY OF MANITOBA
FACULTY OF EDUCATION
POST BACCALAUREATE DIPLOMA IN EDUCATION
LEAVE OF ABSENCE REGULATIONS & APPLICATION FORM**

REGULAR LEAVE

At the request of a PBDE student, the Associate Dean (Graduate & Professional Programs, and Research), may recommend to the Dean of the Faculty of Education to grant a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to maintain study. Students on a Regular Leave of Absence will be required to register for courses at the end of the leave period. A Regular Leave of Absence status does not extend the time limits as outlined in the Faculty regulations.

Fees: No Re-Registration fee will be levied upon return to study at the end of a 12 month leave.

EXCEPTIONAL LEAVE

In exceptional circumstances, at the request of the PBDE student, the Associate Dean (Graduate & Professional Programs, and Research) may recommend to the Dean of the Faculty of Education to grant an exceptional leave of absence for a period of time not to exceed one year. While on leave of absence for exceptional reasons, a student would not be expected to maintain study nor pay the Re-Admission fee. In addition, the leave period would not be included in the time period allowed for the completion of the diploma.

Fees: No Re-Registration fee will be levied upon return to study at the end of a 12 month leave.

PARENTAL LEAVE

A PBDE student who is bearing a child or who has responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made to the Office of Graduate & Professional Programs, and Research, Faculty of Education normally for a leave of four to twelve months. Leaves of other durations will be considered on an individual basis. Where possible, students doing course work should coordinate their requests with the beginning of an academic term. While on leave of absence for parental reasons, a student would not be expected to maintain study. The leave period is not included in the time period allowed for completion of the diploma.

Fees: No Re-Registration fee will be levied upon return to study at the end of a 12 month leave.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the Faculty at the completion of the leave must be stipulated.

AWARDS & LEAVE OF ABSENCE

Students granted exceptional or parental leave will retain the full value of an award whose terms and conditions are established by the Faculty of Education. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time. Other awards will be paid according to the conditions established by the donor or granting agency.

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POST BACCALAUREATE DIPLOMA IN EDUCATION
APPLICATION FOR LEAVE OF ABSENCE STATUS**

Name: _____ Student Number: _____

Address: _____

City/Prov/State: _____ Postal Code: _____

U of M Email: _____

TYPE OF LEAVE REQUESTED:

1. REGULAR LEAVE – Retain Registration

2. EXCEPTIONAL LEAVE (Medical/Compassionate) – Discontinue Registration

3. PARENTAL LEAVE – Discontinue Registration

LEAVE REQUESTED: From _____ To: _____
(Beginning of leave should coincide with the start of a term – e.g. September, January, May)

REASON FOR LEAVE:

Student's Signature

Dean's Designate (Associate Dean) Approval

Date: _____

(Please attach further statement, medical certificate or other information in support of leave request.)

LEAVE OF ABSENCE GRANTED: From: _____ To: _____

NEW DEADLINE FOR COMPLETION OF DIPLOMA REQUIREMENTS: _____

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of the academic program. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg MB R3T 2N2.