Engineering Student Services

Price Faculty of Engineering | UM

Application for Student Leave of Absence

Students may make a written request to the Associate Dean (Undergraduate Programs) for a Leave of Absence from their studies when significant circumstances (i.e., medical or compassionate) affect their ability to continue in their program. Should it be approved, the student will be notified in writing of the duration of the leave. The limit on a student's time to complete their Engineering program, as set out in Requirements for the Bachelor's Degree, will be extended by the duration of the approved Leave of Absence.

For situations affecting a student's ability to complete courses already in progress, see Withdrawal from Courses.

Notwithstanding a Leave of Absence, a student may choose not to register for courses in any term at their own discretion. However, doing so *will not* extend a student's time to completion as set out in Requirements for the Bachelor's Degree.

Part A: Student Information			
Last Name: (Family Name)		**First Name: (Given Name)**	
Student Number:		**Department:**	
UM Email:		**Phone #:**	
Address:			
City:		**Postal Code:**	

Part B: Leave of Absence Request			
Reason for Leave:	☐ Medical	☐ Compassionate	☐ Both
Start Date of Leave:		**End Date of Leave:**	
Details of Request: *Please explain your reason(s) for requesting a Leave of Absence.*			

Application continues on next page.

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Part C: Supporting Documentation

Please list and briefly describe any supporting documentation that you are including with your application.

Part D: Confirmation

I hereby confirm that the information provided in this application is correct and the attached documents are authentic. I understand that submission of falsified or forged documents can lead to denial of the application and further disciplinary actions. This information is being collected under the authority of The University of Manitoba Act. It will be used for decisions concerning student leave of absence requests. It is protected by provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions regarding the collection of this information, contact the Access and Privacy Office, 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB R3T 2N2, Tel: (204) 474-9462.

Student Signature:		**Date:**	