

Request Permission for Academic Leave



A student in good academic standing may apply to take an academic leave of up to one academic year. Students who apply for approved off-campus programs will be automatically granted academic leave for the duration of that program.

Students on academic leave are required to request permission for any courses taken elsewhere during that leave prior to taking those courses. Students on academic leave are restricted from taking courses elsewhere that we are offering during the period of the leave. Students on academic leave are also responsible to ensure that they continue to meet the requirements of their program at King's.

Students not on leave who fail to register by relevant deadlines for a regular academic term lose their student status and must reapply for admission. Re-admission is not guaranteed.

There may be financial implications as a result of taking academic leave; students are advised to consult with the Manager of Student Finance and Scholarships and the Registration and Student Finance Office in advance.

Name: _____ **I.D. #:** _____

Program: _____ **Year of Study:** _____

Year and Term in which you plan to return: _____ / _____ Fall Winter

Why do you wish to go on academic leave? _____

Student's Signature: _____ **Date:** _____

Received by Office of Enrolment Management and Registrar : _____

Date: _____