

Parental Leave Request

- Undergraduate and Special students who require official approval and recognition of parental leave may make a request for leave through the [Undergraduate Registrar's Office](#). Graduate students should contact the [Faculty of Graduate and Postdoctoral Affairs](#).
- International students seeking parental leave must meet with the [International Student Services Office \(ISSO\)](#) to obtain prior approval before submitting their application to the Registrar's Office.
- Approved applicants will be placed on parental leave for a period not to exceed one year in duration.
- Approved international applicants will be placed on parental leave for a period not to exceed 150 days in duration.
- Students on official parental leave who require written confirmation of the approved leave may request a Certificate of Enrolment indicating that they are on 'Approved Parental Leave'.

NOTE: you will be charged part-time Health and Counselling Services & Athletics fees during the academic term(s) of your leave.

Personal Information

Student Number:	
Preferred First Name:	Last Name:

Current Address

Box Number, Apartment Number, Street Name:		City:
Province:	Country:	Postal Code:

Requested Leave

Start date of leave:	End date of leave:
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For International Students Only

Duration of requested leave: _____ Days (maximum 150)	I have discussed my request for leave with the ISSO <input type="checkbox"/> Yes <input type="checkbox"/> No
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Student Signature: _____ **Date:** _____

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

Office Use Only

Leave Approved <input type="checkbox"/>	Applicable Term(s): _____	Athletics notified <input type="checkbox"/>	Library notified <input type="checkbox"/>
Processed By:	Date:	Health & Counseling notified <input type="checkbox"/>	Student Accounts notified <input type="checkbox"/>
		Validated By:	Date: