



Selkirk College

REQUEST FOR AUTHORIZED LEAVE FROM STUDIES

Students may apply for consideration of an authorized leave from studies using this form and forwarding it to the International Department at international@selkirk.ca. Results of this request will be communicated to the student by email. **Form MUST be filled out using Adobe Acrobat. Do not use Apple Preview.**

STUDENT INFORMATION

Date:

Legal First Name:

Legal Last Name:

Mailing Address:

Email Address:

Phone:

Program you attend:

SELKIRK COLLEGE STUDENT ID

THIS INFORMATION IS CORRECT _____

STUDENT SIGNATURE _____

REASON FOR REQUESTED LEAVE

MEDICAL ILLNESS OR INJURY (Please describe): Please include any medical documentation (doctor's note etc.) with your application.

FAMILY EMERGENCY (Please describe):

PREGNANCY

DEATH OF A FAMILY MEMBER

OTHER (Please describe:)

LEAVE REQUEST DETAILS

Requested start of leave date:

Requested end of leave date:

Have you met with someone from the international department to understand the process of requesting a leave? YES NO

Have you met with your program advisor/ program coordinator/ School Chair about this request for authorized leave? YES NO

Have you met with a counselor to discuss the reasons for your request for authorized leave? YES NO

If you request a leave mid-semester and the leave is approved, do you understand that you will be withdrawn from your courses (no refund)? You will not receive a grade for partially completed courses. YES, I UNDERSTAND NO, I DO NOT UNDERSTAND

FURTHER INFORMATION:

- This form is a REQUEST for leave. Submitting this form does NOT mean your leave has been approved.
- Authorized leaves may be approved for a maximum of 150 days.
- Students on an authorized leave are not permitted to work while on the authorized leave. Please see this [link](#) or [this one](#) for more information.
- While Selkirk College may approve a leave, there is NO guarantee that IRCC visa officers will accept a Selkirk College approved leave when processing study permit extension or post graduate work permit applications. All international students are responsible for providing IRCC with any additional information or documentation as per IRCC guidelines. This is not the responsibility of Selkirk College.