

Updated June 18, 2015

## **Leave of Absence (On Leave) Policy**

Professional graduate students in the Robert H. Lee Graduate School may apply for a leave of absence for parental, health, personal, professional, or academic reasons. Work, holiday, or travel during a single term is considered a normal part of a student's schedule, and not justification for a formal leave of absence. Students with on-leave status will not undertake any academic or research work, or use any of the University's facilities during the period of leave.

Leave is not granted retroactively. Students must make a request to their Program Manager/Advisor in the Robert H. Lee Graduate School for a leave of absence as early as possible before the expected start of the leave. An explanation of the reason for the leave must be included. Students must give a plan outlining when they expect to complete all program requirements.

A leave of absence will normally begin on the first day of September, January, or May. Leaves of absence can be granted for periods of four, eight, or twelve months. When students are officially on leave, they pay an on-leave fee for each term they are absent as set by UBC. The fee is adjusted annually – no grandfathering exists. In cases where the amount listed in this document differs from the posted amount in the UBC Calendar, the UBC Calendar amount will be considered accurate. For students whose tuition is collected in another currency, the conversion will be based on Oanda.com on the day that the student officially requests in writing to extend his/her program. The On-leave fees do not count toward payment of program tuition. Any future tuition payments in the program are due after the leave is over.

UBC terms run from:

- January – April
- May – August
- September – December

Graduate students on leave are not eligible to receive awards. Students will receive the balance of their awards when they return to regular registration status.

Graduate students must inform the Robert H. Lee Graduate School of their intent to return from a leave of absence prior to recommencing their studies.

Time spent on leave of absence is not counted as part of the allowed time to complete a degree.

If you are considering taking a leave of absence, please contact your Program Manager/Advisor in the Robert H. Lee Graduate School to discuss your circumstances and seek advice on how to complete your program.