

Please refer to the School of Graduate Studies (SGS) [Leave of Absence Policy](#) and appropriate sections regarding [Leave of Absence](#), and [Stop-Out, Withdrawal, & Failure to Register](#) on the SGS website.

Graduate students whose programs require continuous registration may apply to their Graduate Unit for a leave during their program of study for (i) health or personal problems which temporarily make it impossible to continue in the program, or (ii) parental leave by either parent at the time of pregnancy, birth, or adoption, and/or to provide full-time care during the child's first year.

Once on leave, students will not be registered, nor will they be required to pay fees for this period. Accordingly, students may not make demands upon the resources of the University. Students may however choose to opt into continued access of campus services by paying the non-academic incidental fees, as noted below.

Notes:

1. See section below for information on continued access to campus services
2. Students applying for parental leave should check their eligibility for an [SGS Parental Grant](#).

Section 1: Student Information (to be completed by the student)

Name:		Student Number:	
Degree:		Graduate Unit (department):	
U of T Email:		Program start date:	
Registration Status: Part-time: Full-time:		Have you had a previous leave(s)? No Yes If Yes, list all sessions on leave:	
Number of sessions requested (maximum of three):	Leave will commence start of the following academic session: Fall 20____ Winter 20____ Summer 20____	Studies will resume at the start of the following academic session: Fall 20____ Winter 20____ Summer 20____	
Type of leave requested, please indicate:			
<p>Parental</p> <p>Parental leave: must be completed within 12 months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions should not exceed four. Students are eligible for one leave per child. SGS Parental Grants are available to eligible students taking an approved for a least one session (four months). SGS Parental Grant Applications can be initiated through the SGS Portal at https://www.sgs.utoronto.ca/awards-category/financial-assistance/</p>			
<p>Medical</p> <p>Medical or other leave: Provide an explanation and attach a medical certificate or Verification of Student Illness or Injury form where applicable. You may attach additional pages if more space is required.</p>			
Other: _____			
Are you currently receiving departmental funding, scholarships or an external award?			
Yes No			
If yes, please list all stipends, funding and awards:			

Continued Access to Campus Services (to be completed by the student)

Students opting-in to services will receive a link for on-line payment by email. Service opt-in fees are based on the current academic year [available here](#).

Students with sport or exercise-related injuries or inquiries will have continued access to [The David L. MacIntosh Sport Medicine Clinic](#).

Students on leave may request continued access to U of T library services by sending an email to graduate.information@utoronto.ca. The School of Graduate Studies will review the request and contact the library to allow access to library services if the request is approved.

Students wishing to continue their UTGSU health and dental plan coverage should contact health@utgsu.ca to inquire about extended coverage during the leave.

***Health and Wellness**
 Students on leave may be granted an exception to continue physician care at Health & Wellness. All conditions below must be met before an exception is considered:

- The student received mental health care OR has been treated for the medical condition which is also the reason for the Leave at the Health & Wellness Center – UTSG within 6 months prior to the start of the Leave.
- The student has a valid health insurance such as OHIP (or coverage from other Canadian provinces), UHIP, or private insurance that will cover physician visits, lab tests and hospital visits.
- The student has opted-in to continued access to campus services.

****Housing Services**
 Continued access to Housing Services includes housing resources and advice, but does not include permission to continue to live in residence. Please contact your residence to discuss your leave.

Yes, I would like to opt into continued access to services offered by [Student Life](#) (First Nations House, Academic Success, Accessibility Services, Career Exploration & Education, Centre for International Experience, Centre for Community Partnerships, Health and Wellness*, Housing Services**, Multi-Faith Centre for Spiritual Study & Practice, Clubs & Leadership Development, etc.), [Hart House](#), and [Faculty of Kinesiology & Physical Education](#) during the leave of absence.

You will receive a service opt-in payment form link once your leave is approved. Service providers are informed about your continued access during your approved leave after your payment. Visit [Understanding Leaves of Absence](#) for details about service-opt-in fees.

Students on approved parental and medical leave may request financial assistance to access Hart House athletic facilities through SGS. Please contact the SGS Financial Advisor at sgs.financial.assistance@utoronto.ca.

*By signing this form, I confirm that I have read the [Leave of Absence Policy](#) and understand the conditions of this request and agree not to undertake any academic work toward my graduate degree program.

Student's Signature*: (sign and print name)	Date:
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Section 2: Leave Approval (to be completed by Chair/Director/Graduate Coordinator)

Original time limit for the degree:	New time limit for the degree:	
SGS review required for all non-standard requests (i.e., for a second leave of absence request beyond three sessions and other non-standard requests, include a letter of substantive rationale):		
Yes	No	
Chair/Coordinator Signature: (sign and print name)	Graduate Unit:	Date:

Section 3: Leave Approval by SGS (to be completed by Vice-Dean, Students, School of Graduate Studies. Please submit form to SGS Student Academic Services)

Request for Leave of Absence:	
Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:	Date: