

**REGIS COLLEGE
LEAVE OF ABSENCE FORM**

BASIC DEGREE DIVISION

Leaves of absence are granted during the six-year period that students have to complete their program from the time of first admission. Leaves are granted for a one-year period (September - December, January - April, May - August). They are motivated by factors of health or other personal circumstances having to do with finances or family obligations. Years of leave do not reduce the time that students have upon their return to complete their programs. *If a Leave of Absence Form is not completed, interruptions in your programme will count toward the time limit for completion of the degree.*

Name of Student: _____

Program: _____ **Student No.** _____

First month and year of admission into program: _____

This is a request for a leave of absence: From _____ **To** _____
(month / year) (month / year)

REASONS FOR THE REQUEST: (All information in this form will be treated confidentially.)

For more space please use reverse.

Student Signature _____ Date: _____

Approved by: _____ Date: _____
(School Official/Program Director)