

**REGIS COLLEGE  
LEAVE OF ABSENCE FORM**

**BASIC DEGREE**

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 a new page.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(School Official/Program Director)