

Leave of Absence—Elective and/or Family Care Form

Students: Submit completed form to your graduate program office. **Allow a minimum of four weeks to process.**

Programs: Submit form to FGS for review.

Elective leave: Available to students who have completed two or more terms of study. Maximum number of terms (over the course of the degree program): 1.

Family Care leave: Available to students for whom significant care-giving responsibilities of a family member require the student to be absent from their studies. Leaves considered under this category include those arising in relation to: pregnancy; the birth or adoption of a child; and providing care and support for an ill child, spouse, parent, grandparent or other family member. Maximum number of terms (over the course of the degree program): 3 per reason

Please note: Signatures must be collected over email, either through a digital signature on the PDF form or an accompanying email attachment stating "I have read and approved this submission".

Student information		
Surname	Given name(s)	
Student number	E-mail	
Program	Degree & level of study	Current status

Review policies and instructions before completion.

Approval type	
<input type="checkbox"/> Elective leave (max. 1 term of leave, over course of program)	Number of terms requested _____ Effective term and year FA _____ WI _____ SU _____
<input type="checkbox"/> Family Care leave (max. 3 terms per reason over course of program)	
Student signature	Date (mm/dd/yyyy)

Graduate program director's recommendation & comments		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Graduate program director name	Signature	Date (mm/dd/yyyy)

Faculty of Graduate Studies Review		
Is student registered	Yes <input type="checkbox"/> No <input type="checkbox"/>	Funding adjustment? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Comments:		Date (mm/dd/yyyy)

RO use only		
<input type="checkbox"/> Year level	<input type="checkbox"/> Fee assessment	Date processed (mm/dd/yyyy)
		Processed by

Program office: All completed forms must be received by the Faculty of Graduate Studies **no later than the date posted on the FGS website, Important Dates.** It is the student's responsibility to ensure it is submitted to the program office to allow for timely processing.

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416)736-2100 x 55521.