Toronto School of Theology
Graduate Centre for Theological Studies

Leave of Absence Request

When needed, a student may request a leave of absence for serious health or personal reasons, or for parental leave. A Leave of Absence (LOA) can be granted for a maximum of one year. Further leaves may be approved by the GCTS in exceptional circumstances. An approved LOA allows a student to maintain their status in the program*. The leave duration does not count toward the program's completion time. During the LOA, the student does not register, has no library access, and cannot use faculty resources. See program handbooks for details. Students wishing to continue their UTSU health and dental plan coverage should contact hello@utsu.ca.

***International students** - be certain to verify how a leave of absence may affect your study permit, your legal status, and your eligibility to stay or work in Canada.

SECTION 1 — Student

Please use fillable pdf function

(to be filled out by student)

Surname | Given Name | Student number

College | Program | Year of Admission | UofT email

Date leave to begin: **Year** **Select Month** ☐ September ☐ January ☐ May

Date studies to resume: **Year** **Select Month** ☐ September ☐ January ☐ May

Type of leave requested: ☐ **first** ☐ **second** ☐ **third or more**

Reason for the request. Extra pages may be attached. Delays due to medical or disability-related reasons must include documentation from a qualified professional.

Declaration: By signing this form, I confirm that I have read §A7.3 of the Graduate Conjoint Degree Handbook (or §6.1.2 of the ThM Handbook) and understand the conditions of this request.

Student's Signature _____ Date:

Send this form to your (co)supervisor(s)

SECTION 2 — Approvals

Graduate Conjoint Degree Handbook A7.3 / ThM 6.1.2

Approved **Declined**

☐ ☐ Supervisor _____ Date:

☐ ☐ Co-Supervisor _____ Date:

☐ ☐ College Graduate Director* _____ Date:

Please send this form to **gcts.office@utoronto.ca*

☐ ☐ GCTS _____ Date:

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Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. Your Personal Information will be protected at all times. If you have questions please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON, M5S 2C3 or call 416-978-4040.