



Knox College Request for Leave of Absence

Toronto School of Theology – Basic Degree Handbook – 7.7.1 Leave of Absence.

With the approval of the college of registration, a student in a conjoint basic degree program may be granted up to one calendar year of parental, health, or compassionate leave. This period of leave does not count towards the maximum number of years which the college may allow for the completion of a program.

Section 1 – To be Completed by the STUDENT (please print clearly)

Name:	
Known as:	Student Number:
UofT Email:	
Basic Degree Program: <input type="checkbox"/> MDiv <input type="checkbox"/> MPS <input type="checkbox"/> MTS <input type="checkbox"/> CTS	
Legal Status (please select one)	
Are you an International Student? <input type="checkbox"/> NO <input type="checkbox"/> YES (Please see Page 2 of this document for important information)	
Leave Request (please select one)	
<input type="checkbox"/> This is my FIRST leave request <input type="checkbox"/> This is my SECOND leave request	
Duration of Requested Leave (please select one)	
<input type="checkbox"/> One ACADEMIC year: September 1, _____ (yr) to August 31, _____ (yr)	
<input type="checkbox"/> One CALENDAR year: January 1, _____ (yr) to December 31, _____ (yr)	
<input type="checkbox"/> One SEMESTER: Fall 20_____ ...or... Winter 20_____	
Leave Requested (please select one)	
<i>A request for a Leave of Absence will not be considered without the required supporting documentation</i>	
<input type="checkbox"/> Parental Leave – Please attach a detailed letter, petitioning for Parental Leave.	
<input type="checkbox"/> Health – Please complete and attach a <u>Verification of Student Illness or Injury form</u> . (on UofT website)	
<input type="checkbox"/> Compassionate Leave – Please attach a detailed letter, petitioning for a Compassionate Leave.	
Student's Signature	Date

Section 2 – To be Completed by the ACADEMIC OFFICE

Decision		
<input type="checkbox"/> Received by the Academic Office	Date:	Registrar or Assistant Registrar
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date	Director of Basic Degree Studies
<input type="checkbox"/> Student File & ROSI Account Updated	Date:	Registrar or Assistant Registrar

**An important note for International Students (students holding valid Study Permits)
who are considering a Leave of Absence:**

LEGAL STATUS

International students **are expected to be actively enrolled** in their program of study during the validity of their study permit. Taking a gap/leave may affect your legal status and especially your eligibility to stay or work in Canada.

Under current immigration regulations, a student who takes a leave/gap from their studies will **still be considered as actively enrolled** if the leave/gap is **authorized by the school and lasts less than 150 days**. In this case, the student does not lose their legal status. They can remain in Canada but **they are prohibited from working**.

If a student does not resume their studies **within 150 days**, they should do either of the following:

- Change their legal status to Visitor (apply for Visitor Permit)
- Leave Canada

An **authorized leave** of absence that lasts **less than 150 days** will not affect your eligibility for the post-graduation work permit if you had a valid reason for taking the leave/gap.

For more information, please visit the University of Toronto's "Centre for International Experience" website at: www.studentlife.utoronto.ca/cie/study-permits

University of Toronto Health Insurance Program (UHIP)

As an international student, you are only eligible for four months (one semester) of UHIP coverage while on a Leave of Absence. If you are requesting a Leave of Absence for one year, you will need to secure private health insurance to cover the duration of your Leave of Absence.

For more information, please contact the UHIP office directly.