

Please refer to the School of Graduate Studies (SGS) [Leave of Absence Policy](#) and appropriate sections regarding [Leave of Absence](#), and [Stop-Out, Withdrawal, & Failure to Register](#) on the SGS website.

Graduate students whose programs require continuous registration may apply to their Graduate Unit for a leave during their program of study for (i) health or personal problems which temporarily make it impossible to continue in the program, or (ii) parental leave by either parent at the time of pregnancy, birth, or adoption, and/or to provide full-time care during the child's first year.

Once on leave, students will not be registered, nor will they be required to pay fees for this period. Accordingly students may not make demands upon the resources of the University. Students may however choose to opt into continued access of campus services by paying the non-academic incidental fees, as noted below.

**Note:**

1. Students on leave who have been accessing physician care from Health and Wellness prior to the start of their leave will maintain uninterrupted medical and psychiatric care for the duration of their leave and are not required to opt-in to continue receiving treatment. Additionally, students with sport or exercise-related injuries or inquiries will have continued access to [The David L. MacIntosh Sport Medicine Clinic](#). Students wishing to continue their UTGSU health and dental plan coverage should contact [health@utgsu.ca](mailto:health@utgsu.ca) to inquire about extended coverage during the leave. Students on leave may request continued access to U of T library services by sending an email to [graduate.information@utoronto.ca](mailto:graduate.information@utoronto.ca). The School of Graduate Studies will review the request and contact the library to allow access to library services if the request is approved.

2. Students applying for parental leave should check their eligibility for an [SGS Parental Grant](#).

**Section 1: Student Information (to be completed by the student)**

Name:		Student Number:	
Degree:		Graduate Unit (department):	
U of T Email:		Program start date:	
Registration Status: Part-time: <input type="checkbox"/> Full-time: <input type="checkbox"/>		Have you had a previous leave(s)? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, list all sessions on leave:	
Number of sessions requested (maximum of three):	Leave will commence start of the following academic session: Fall 20____ Winter 20____ Summer 20____		Studies will resume at the start of the following academic session: Fall 20____ Winter 20____ Summer 20____
Type of leave requested, please indicate:  Parental <input type="checkbox"/>  Parental leave: must be completed within 12 months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions should not exceed four. Students are eligible for one leave per child. SGS Parental Grants are available to eligible students taking an approved for a least one session (four months). <a href="https://www.sgs.utoronto.ca/awards-category/financial-assistance/">SGS Parental Grant Applications</a> can be initiated through the SGS Portal at <a href="https://www.sgs.utoronto.ca/awards-category/financial-assistance/">https://www.sgs.utoronto.ca/awards-category/financial-assistance/</a> .  Medical <input type="checkbox"/>  Medical or other leave: Provide an explanation and attach a medical certificate or <a href="#">Verification of Student Illness or Injury form</a> where applicable. You may attach additional pages if more space is required.  Other: <input type="checkbox"/> _____			

Are you currently receiving departmental funding, scholarships or an external award?

Yes  No

If yes, please list all stipends, funding and awards:

**Continued Access to Campus Services (to be completed by the student)**  
 Students opting-in to services will receive the link for on-line payment by email (see fees below). Please note students need not opt-in to services in order to maintain uninterrupted medical and psychiatric care if they began accessing physician care from Health and Wellness or treatment offered through The David L. MacIntosh Sport Medicine Clinic prior to their leave.

Yes, I would like to opt into continued access to services offered by [Student Life](#) (Aboriginal Student Services, Academic Success Centre, Career Services, Centre for International Experience, Centre for Community Partnerships, Health and Wellness\*, Housing Services, Multi-Faith Centre, Student and Campus Community Development, etc.), [Hart House](#), and [Faculty of Kinesiology & Physical Education](#) during the leave of absence.

Note: Students on leave who accessed physician care from Health and Wellness prior to their leave will maintain uninterrupted medical and psychiatric care for the duration of their leave and need not opt in to pay compulsory non-academic incidental fees if they accessed the service in the past year and are receiving ongoing treatment for a condition.

Fees are based on the current academic year.

One term (\$456.02 FT, \$91.22 PT)  
 Two terms, (\$912.04 FT, \$182.44 PT)  
 Three terms (\$1,368.06 FT, \$273.95 66)

Students on approved parental and medical leave may request financial assistance to access Hart House athletic facilities through SGS. Please contact the SGS Financial Advisor at [sgs.financial.assistance@utoronto.ca](mailto:sgs.financial.assistance@utoronto.ca).

\*By signing this form, I confirm that I have read the [Leave of Absence Policy](#) and understand the conditions of this request and agree not to undertake any academic work toward my graduate degree program.

Student's Signature*: (sign and print name)	Date:
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**Section 2: Leave Approval (to be completed by Chair/Director/Graduate Coordinator)**

Original time limit for the degree:	New time limit for the degree:	
SGS review required for all non-standard requests (i.e., for a second leave of absence request beyond three sessions and other non-standard requests, include a letter of substantive rationale): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Chair/Coordinator Signature: (sign and print name)	Graduate Unit:	Date:

**Section 3: Leave Approval by SGS (to be completed by Vice-Dean, Students, School of Graduate Studies. Please submit form to SGS Student Academic Services)**

Request for Leave of Absence: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Vice-Dean's Signature, School of Graduate Studies:	Date: