



Request for Academic Leave of Absence

The Academic Leave of Absence policy will only apply to students currently enrolled at the Corpus Christi College/St. Mark's College. Students who have compelling reasons may apply for an academic leave of absence.

Student Information

FIRST NAME	SURNAME
EMAIL ADDRESS	PRIMARY TELEPHONE

Academic Leave of Absence request from:

_____ (MM/YY) to _____ (MM/YY)

Leave of Absence

Reasons for leave:

- ☐ Leave for health reasons; Bereavement/Compassionate
*Must be accompanied by appropriate supporting documentation from authorized department (e.g. medical note, death certificate, medical note from palliative care, flight ticket (if applicable)).
- ☐ Leave for professional opportunity
*A student who wishes to suspend his or her course of study in order to take a relevant work or professional development experience may be eligible for professional leave. Must be accompanied by supporting documentation (Job offer).
- ☐ Leave for personal reason
*A student who encounters personal circumstances that significantly interfere with the ability to pursue his or her course of study may be eligible for personal leave. Must be accompanied by appropriate supporting documentation.
- ☐ Others, please specify:

Details for Requesting Academic Leave of Absence

*NOTES (Office Only)

Student Signature _____

Date _____

Approved by _____

Date _____