

Policy on Leave of Absence

1.0 Objective and Scope

- 1.1 The Policy on Leave of Absence establishes the guidelines by which the students may apply for a Leave of Absence if required. This policy applies to all enrolled students, all individuals employed by the College of Technology Alberta, and any other individuals acting as representatives, or holding a titular position in the College.

2.0 Policy

2.1 Guidelines for Leave of Absence

- 2.1.1 The students may apply for the Leave of Absence from a Program at the College of Technology Alberta under the following circumstances:
- .1 Life events like birth of a child, pregnancy, or loss of immediate family member.
 - .2 Critical illness or accident leading to short term or long-term disability, or any significant physical or mental health issues.
 - .3 Any other substantial condition that limit a student's ability to attend the college, perform academic tasks.
- 2.1.2 The Leave of Absence cannot exceed one hundred eighty (180) calendar days.
- 2.1.3 Only one (1) Leave of Absence can be granted during the period of their Programs.
- 2.1.4 If a student does not return within 180 calendar days from the start of their leave, the college will consider their registration cancelled.
- 2.1.5 The student whose registration is cancelled due to non-return to College within 180 calendar days from the start of their leave, must get in touch with the Admissions office and re-apply if they wish to continue with the program.

2.2 Applying Leave of Absence

- 2.2.1 Student will submit a Leave of Absence request to Student Services to request a Leave of Absence from a Program.
- 2.2.2 Approval or denial of a leave of absence is determined by Student Services, following the guidelines as outlined in Section 2. Students who begin their leave of absence while their courses or modules are ongoing

will forfeit their course fees.

2.3 **Return after a Leave of Absence**

- 2.3.1 Student who is on a leave of absence is required to inform Student Services in writing about their anticipated return date at least one month in advance. This notice period likely allows the College to adequately prepare for the student's return and ensure a smooth transition back into their studies.
- 2.3.2 Student's return to class after a leave of absence is contingent upon the availability of seating in the classroom. This implies that if there are no vacant seats in the class at the time the student intends to return, they may need to wait until a spot becomes available before resuming their studies.
- 2.3.3 Students who are returning from a leave of absence must settle any outstanding tuition fees before they can resume their program.
- 2.3.4 Upon returning from a leave of absence, students may be required to repeat any incomplete courses or modules and pay the applicable tuition fees for those courses again.
- 2.3.5 If there have been changes in the title, tuition, or duration of a program during a student's leave of absence, the returning student would be obligated to fulfill any new program requirements and pay any difference in tuition pricing.