

Procedure Information	
Related to Policy No:	E-1.49
Approved by:	Education Council
Approval Date:	May 9, 2023
Date of Next Review:	May 2028

INTERNATIONAL AUTHORIZED LEAVE OF ABSENCE PROCEDURES

Definitions

Add/Drop Period

The period starting on the first day of classes and ending on the last day to register within which students may continue to Add, Drop, or change their status from Audit to Credit in classes without academic penalty as outlined in the Office of the Registrar Deadlines – Change of Enrolment document.

Authentic Documentation

Examples include but are not limited to scanned or original copies of the following: a doctor's note, obituary, employer transfer document, court order.

Authorized Leave of Absence

A college-approved period of time that aligns with IRCC guidelines during which international students may suspend (and later resume) enrolment and academic activities within their program of study.

Educational Administrator

Refers to Deans, Associate Deans or their designate.

Extenuating Circumstances

Unexpected, uncontrollable and/or unforeseen circumstances beyond a student's control that significantly impacts the student's ability to complete the term or a course. These may include but are not limited to a death in the student's immediate family; an illness; an accident; or a student's physical or psychological health that is verifiable and documented by an appropriate professional.

Good Academic Standing

When a student's term GPA and cumulative GPA are 2.00 or higher, upon completion of nine (9) academic credits, taken at CNC, using standard letter grades "A+" through "F".

International Student

A foreign national, who is legally authorized to study in Canada on a temporary basis.

IRCC Specialist

A designated individual at CNC who has completed training in Immigration, Refugees and Citizenship Canada (IRCC) guidelines. This will typically be an Academic Advisor or member of the International Education department. The designated person is licensed by the College of Immigration and Citizenship Consultants or the Canadian Law Society to provide students with immigration advice.

Study Permit

A written authorization, issued by an IRCC officer, permitting a foreign national to engage in academic, professional, vocational, or other education or training related activities in Canada.

Withdrawal Period

A timeframe starting from the first day following the add/drop period and ending on the last day students may withdraw from a course or program without academic penalty as outlined in the Change of Enrolment: Office of the Registrar Deadlines.

Procedures**Authorized Leave of Absence - Eligibility**

1. An international student may request an Authorized Leave of Absence for reasons including, but not limited to:
 - 1.1. extenuating circumstances;
 - 1.2. pregnancy;
 - 1.3. military service;
 - 1.4. changes to the student's program of study at CNC, outside of a regularly scheduled break;
 - 1.5. postponed start date (deferred enrolment);
 - 1.6. forced break (courses not offered or available in the student's program);
 - 1.7. natural disasters.
2. International students requesting a leave must:
 - 2.1. have completed at least one academic term and,
 - 2.2. be in good academic standing.

Requesting An Authorized Leave of Absence

3. The student will meet with an Academic Advisor to discuss their need for an Authorized Leave of Absence.
4. The student will provide authentic documentation to support their request.
5. Depending on the situation, the Academic Advisor, in consultation with a Wellness Coach, and the IRCC specialist, will determine if it may be possible for the student to complete their coursework without an authorized leave of absence from their studies.
6. The student will work with a Wellness Coach or Academic Advisor to develop a Return-to-Studies Plan and complete the request for Authorized Leave of Absence form.
7. The student will meet with the Educational Administrator for their program to seek approval for their:
 - 7.1. Request for Authorized Leave of Absence;
 - 7.2. Authentic documentation, and
 - 7.3. Return-to-Studies Plan.
8. The Educational Administrator will make every attempt to meet with the student within ten (10) business days of receiving their application.
9. The Educational Administrator will give the completed Request for Authorized Leave of Absence form and supporting documentation to the Office of the Registrar and a copy to the student.
10. The student will provide the approved Request for Authorization Leave of Absence form and supporting documentation to the IRCC as needed.

Recording The Leave of Absence

11. Any change of enrolment will follow the Change of Enrolment Status Policy E-1.14 and/or Withdrawal due to Extenuating Circumstances Policy E-1.36.
12. The Request for Authorized Leave will be recorded on the student's electronic record by the Office of the Registrar and retained for immigration and mandatory reporting purposes.
13. The International Education department is responsible for reporting all changes to an international student's status to the IRCC (for example, Designated Learning Institution (DLI) compliance reporting).

Returning From a Leave of Absence

14. Upon return from an approved leave, students:

- 14.1. may be required to re-apply as per the *Change of Enrolment Policy*.
- 14.2. must return to their studies at the beginning of the semester before the end of the Add/Drop period.

Links to Other Related Policies, Documents and Websites

Academic Conduct policy E-1.29

Academic Standing policy E-1.03

Change of Enrolment Status policy E-1.14

International Authorized Leave of Absence policy E-1.49

Student Refund policy E-1.15

Student (Non-Academic) Conduct policy E-1.45

Withdrawal due to Extenuating Circumstances policy E-1.36

[Immigration, Refugees and Citizenship Canada \(IRCC\)](#)

Forms

Request for Authorized Leave of Absence form

Procedure Amendment Log

Amendment Number:	Date:
0	May 9, 2023
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