

Policy Information	
Policy No:	E-1.49
Approved by:	Education Council
Approval Date:	May 9, 2023
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INTERNATIONAL AUTHORIZED LEAVE OF ABSENCE

Policy Statement

This policy describes how an international student may request and be approved for an authorized leave of absence due to unexpected, uncontrollable and/or unforeseen circumstances. This policy compliments the provisions outlined in the *Withdrawal due to Extenuating Circumstances Policy* E-1.36 and *Student Refund Policy* E-1.15.

Purpose / Rationale

International students are subject to Immigration, Refugees and Citizenship Canada (IRCC) study period requirements. This policy creates a process for students to request an authorized leave of absence that follows the IRCC guidelines.

Scope / Limits

This policy applies to all international students enrolled at the College of New Caledonia.

Principles/Guidelines

1. The College of New Caledonia ("CNC" or "the College") will review authorized leave of absence requests and may provide documentation under exceptional and unforeseen circumstances to allow for international students to be compliant with IRCC requirements.
2. Sole responsibility will lie with the student to present a case and supporting documentation, in order to assist in their request for an Authorized Leave of Absence.
3. Only students who have completed at least one academic term and who are in good academic standing are eligible to request an Authorized Leave of Absence. Leaves of Absence will not be granted for newly admitted students.
4. CNC does not make immigration decisions. Any documentation issued by the College will serve the exclusive purpose of highlighting that CNC authorizes the student to take a break from their studies and the college's requirement that the student must prepare a return-to-studies plan.

Definitions

See procedures.

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

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 \(IRCC\)](#)

Policy Amendment Log

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