UNBC/UBC Environmental Engineering
Leave of Absence Application

Student Name: _____

UNBC Student Number: _____

UBC Student Number: _____

Current Year Level: _____

Email: _____
Please use the email address you have on file with both UNBC and UBC.

Are you in good academic standing? (Y/N) _____
See this link for the definition of good standing: https://academicservices.engineering.ubc.ca/exams-grades/academic-standing/

Are you aware that taking an academic leave may impact your financial assistance or awards? (Y/N) _____
If you have a student loan, you should consult with your Enrolment Services Advisor.

Are you an international student? (Y/N) _____
If yes, you must contact an International Student Advisor prior to requesting a leave. The ENVE Co-Director can only approve your Leave of Absence for academic purposes, not for immigration purposes.

Have you taken a leave of absence in the program before? If yes, how long was the absence? _____
Students may not take more than 12 months of leave per program.

Reason and Rationale for Leave:

_____

_____

Leave of absence requested from _____ **to** _____.
Date (first day of a term) ***Date (last day of a term)***
A leave will normally begin on the first day of a term and end on the last day of a term and can be granted for a period of up to 12 months.

Student Responsibilities: Students with an approved leave of absence from UBC must contact Engineering Student Services via email at students@apsc.ubc.ca with your student number and a copy of this completed form. If you are an international student, you must also note if you will be in Canada during your leave as this information might impact your study permit. Prior to returning from your approved leave of absence, students must contact the Program Co-director and Student Advisor.

Student Affirmation:

_____	_____	_____
Signature	*Name (please print)*	*Date (YYYY/MM/DD)*

Program Co-Director Approval:

_____	_____	_____
Signature	*Name (please print)*	*Date (YYYY/MM/DD)*