

Leave of Studies Policy

Guildford College

Name of Institution

ID-04470

Institution Number

Leave of Studies Policy

Name of Policy

October 7th, 2024

Effective Date

October 1st, 2025

Revision Date

All approved programs offered by Guildford College

Name of Program

Introduction

According to Immigration, Refugees, and Citizenship Canada (IRCC) policy, international students require a study permit to study in Canada and must comply with the terms of the permit throughout their studies. Foremost among the terms of a study permit is the requirement to be actively pursuing studies by maintaining continuous enrolment at a Designated Learning Institution (DLI), without any unauthorized breaks in study.

By process of appeal to the college's registrar, study permit holders in good academic standing may be eligible to take an authorized leave from studies under certain circumstances beyond their control, and still be considered actively pursuing studies during the approved period. Students must have successfully completed at least one term of full-time study prior to the term of requested leave. Authorized leave from studies may extend to a maximum of 120 days or longer if related to maternity leave.



Background

Reasons for requesting authorized leave from studies could include (for example):

- Medical – Critical physical or mental condition/illness
- Pregnancy/Maternity – third trimester or high-risk pregnancy, recent childbirth
- Family – critical immediate family emergency or death of an immediate family member. (For the purpose of leave from studies, immediate family includes the student's: parent or stepparent, legal guardian, sibling or stepsibling, spouse or common law partner, child or stepchild, grandparent, and in-law.)

Adequate written/documentated evidence to support the request must be included and may not contain photographs or videos of a graphic nature. This information will be regarded as strictly confidential between the student and a limited number of registrar's office staff handling the case (i.e., not shared with others or saved in the student record) unless information disclosed raises a concern for the safety of the student or others.

Students approved for a period of authorized leave by Guildford College are not required to inform IRCC but should retain a letter of Confirmation of Authorized Leave for their own records (if proof of approval is requested by IRCC later). Students approved for authorized leave must return to full-time studies in the subsequent term and may not work during the authorized leave.



Procedure

To request authorized leave from Guildford College for up to one regular term, students are required to:

- Complete the Request for Authorized Leave from Study form.
- Attach evidence detailing the reason for the requested leave
- Submit by email admissions@guildfordcollege.com or in-person at the Registrar and Enrolment Services Counter.

Applicants will be contacted if more information is needed and notified of the decision within 10 business days. If approved, students will be provided with a Confirmation of Authorized Leave letter.
