

## Leave of Studies Policy

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| <b>POLICY NO.</b>                     | GC-POL-13                                                                                                                               |
| <b>EFFECTIVE DATE (THIS REVISION)</b> | September 8, 2026                                                                                                                       |
| <b>ORIGINAL ADOPTION</b>              | October 7, 2024                                                                                                                         |
| <b>NEXT SCHEDULED REVIEW</b>          | September 2027                                                                                                                          |
| <b>APPLIES TO</b>                     | All students, all approved and non-approved programs                                                                                    |
| <b>RESPONSIBLE OFFICE</b>             | Office of the Registrar                                                                                                                 |
| <b>REGULATORY BASIS</b>               | Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual;<br>EQA Code of Practice s.2.5 (IRCC compliance reporting) |
| <b>INSTITUTION</b>                    | Guildford College   PTIRU Institution No. 04470                                                                                         |

### 1. Purpose

This policy allows a student, including a student holding a study permit, to take an authorized break from studies while remaining in good standing and, for international students, while the College continues to meet its IRCC compliance-reporting obligations.

### 2. Eligibility

- The student is in good academic standing (no unresolved dismissal or academic-alert proceeding).
- The student has successfully completed at least one term of full-time study before the requested leave term.

### 3. Duration and Accepted Reasons

An authorized leave is granted for up to 120 days, or longer where related to maternity leave. Accepted reasons include a documented medical condition (physical or mental illness), pregnancy or a maternity-related circumstance, or a critical family emergency or bereavement.

### 4. Application Process

1. The student completes a Leave of Studies Request form and attaches supporting written documentation (graphic photographs or videos are not accepted or required).
2. The completed request is submitted to [admissions@guildfordcollege.com](mailto:admissions@guildfordcollege.com) or in person at the Registrar's counter.
3. The College provides a decision within 10 business days.

### 5. Obligations During and After Leave

A student on an approved leave may not work during the authorized leave period and must return to full-time enrolment in the term immediately following the leave. The College reports the change in

**enrolment status to IRCC where the student holds a study permit, in accordance with the Academic Learning Supports Policy.**

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**Approved by:**      **Firas Haddad**  
President & Senior Educational Administrator, Guildford College