Name: ____________________________________ ID#: ______________________________
(please print)

Degree Program:  □ BKin  □ BKin/BEd  □ BARST  □ BSc KIN  □ Other __________

We will respond by e-mail to your UAlberta e-mail account: ______________________@ualberta.ca

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**LEAVE OF ABSENCE REQUEST**

**IMPORTANT**
- You must be in satisfactory academic standing.
- You need to have completed a minimum of *18* in your degree program prior to receiving an approved leave of absence.
- Normally, an approved leave of absence will not exceed 12 months
- If you are away from the University of Alberta for a full academic year you will need to apply for readmission prior to returning to your program. Confirm the application deadline with the Undergraduate Office.
- You must not complete any transferable courses during your leave of absence [leave of absence will be cancelled and/or transfer credit will be denied].
- If the Leave of Absence is granted, the student is responsible for deleting any registration before the applicable deadlines. Students not deleting their registration will be held accountable for any academic and financial ramifications.

Leave is requested from: __________________________ to: _______________________

Rationale: __________________________________________

_________________________________________________

_________________________________________________

_________________________________________________

_________________________________________________

(attach additional pages if necessary)

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Student Signature: ___________________________ Date: ______________

Associate Dean’s Signature: ___________________________ Date: ______________

Approved:  □ Yes  □ No

Comments: __________________________________________

_________________________________________________

_________________________________________________

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**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of program administration by the Faculty of Kinesiology, Sport, and Recreation. Direct any questions about this collection to: UAlberta, Faculty of Kinesiology, Sport, and Recreation, FOIP Advisor, 3-107 University Hall, Van Vliet Complex, Edmonton, AB 780-492-0720.