



## Request for Leave of Absence (Undergraduate students only)

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498  
[registration@msvu.ca](mailto:registration@msvu.ca)

If you plan to return to your studies after a full year, you will have to complete a Reactivation form.  
If you plan to return to MSVU after a full year to a limited enrolment program: BA(CYS), BPR, or BEd degree, you MUST formally re-apply through the Admissions Office.

Student ID#	Last Name/Surname	First Name(s)/Given Name(s)		
Apartment/Street	Town/City	Province	Postal Code	
Date of Birth	( ) Phone Number	Email		
Program of Study	Units Completed to Date			

**NOTE: If your name has changed since attending the Mount and you would like the change to be reflected in your Mount record, you must provide proof of name change (copy of valid driver's license, marriage certificate, etc.)**

Term of Last Attendance at the Mount (i.e. Fall 2022): \_\_\_\_\_

Intended Return (i.e. Fall 2022): \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

By signing and submitting this form, I certify that the information above is complete and accurately represents my personal and academic background. If readmitted to Mount Saint Vincent University, I agree to abide by all regulations of the University as outlined in the academic Calendars.

**Note: It is the students responsibility to drop any courses that they may be registered in during their leave of absence.**

<b>OFFICE USE ONLY</b>	
Leave of absence authorized:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Registrar's Office Approval</b>	
_____	
<b>Date</b>	
_____	

Mount Saint Vincent University abides by PIPEDA and FOIPOP legislations. For further information on these legislations, consult the University Calendars.