

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

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.

Please complete the form in full and return to the Registrar's Office. Allow five or more business days for processing.

_____ Student ID#	_____ Last Name	_____ First 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 2020): _____

Intended Return (i.e. Fall 2021): _____

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.

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