

Request for Special Consideration and / or Authorized Leave of Absence

A special consideration/authorized leave may be approved if one of the following criteria are met:

- Student suffers a serious medical incident and is unable to study
- The parent, spouse or child of the student suffers a serious medical incident and the student must return home to provide care
- The death of the parent, spouse or child of a student that requires a student to return home
- Due to the progression of courses there are no courses a student can enrol in
- Due to changing programs there are no courses a student can enrol in

Follow the checklist below to submit your request:

STEP 1 Understand Process: Connect with a Counsellor/Student Success Advisor/Student Immigration Advisor as necessary to determine if a leave of absence is an option for you.

- ✓ Read and understand the deadlines for receiving a refund or deferring fees and submitting documentation.
- ✓ Request necessary college documents from your point of contact (Withdrawal form and Special Consideration form).

STEP 2 Update your MyPath Plan: Make a plan for return to studies to show when and how you will graduate from your program. Visit the [Academic](#) section of the student portal to learn how to update MyPath. Once your MyPath is updated, connect with your Program Coordinator for approval and LOCK your plan. **Only approved plans are valid.**

STEP 3 Understand Immigration Impacts: If you're an international student and haven't already met with a Student Immigration Advisor, it is recommended you email ImmigrationSupport@georgiancollege.ca. Note: Study permit holders are to maintain full time status as per compliance requirements.

STEP 4 Submit Forms: It is the student's responsibility to fill out the proper documents and submit all forms to withdrawals@georgiancollege.ca. **The date the withdrawal form is received is the date used for any consideration.** Supporting documents can be submitted later if necessary. The following documents are required:

- ✓ [Withdrawal Form](#)
- ✓ Special Consideration form
- ✓ Copy of updated locked MyPath plan
- ✓ Supporting documents (medical verification, death certification etc.)
- ✓ Email explanation of why you're requesting the leave

STEP 5 Insurance Coverage: If you're an international student who is requesting an Authorized Leave, you may **not** have insurance coverage. Go to [Guard Me](#) and select "Gap Students" to purchase gap insurance. If you have any questions, please email Intinsurance@GeorgianCollege.ca

Please note: You will receive an email from the Office of the Registrar letting you know if your request has been approved. This can take up to 4 weeks during peak periods. *Submission of application does not guarantee approval will be granted. *Authorized Leave letters cannot be issued for terms that have already been completed. Authorized Leave requests are for the **current** or **future** terms only and for a maximum period of 150 days.

What am I eligible for and what documents do I need to provide?

When are you withdrawing	What do you need	What documents are required	What am I eligible for
Before registration to the add/drop deadline (day 10)	Withdrawal	<ul style="list-style-type: none"> Withdrawal form 	Refund of fees paid (less the non-refundable deposit if deposit was required in that term)
	Authorized leave letter	<ul style="list-style-type: none"> Withdrawal form Special consideration form Medical verification form or death certificate and proof of relationship A MyPath plan or tracking sheet showing a new expected graduation date 	Letter authorizing a leave of absence until the start of the next term (no greater than 150 days)
Day 11 to the end of week 6	Withdrawal	<ul style="list-style-type: none"> Withdrawal form Special consideration form Medical verification form or death certificate and proof of relationship 	A reduction in tuition fees charged (not including ancillary fees) equal to the weekly cost of your program times the number of full weeks remaining in the term (ie: standard tuition fee of \$1360.26 ÷ 14 weeks = \$97.16 x 8 weeks = \$777.28)
	Authorized leave letter	<ul style="list-style-type: none"> Withdrawal form Special consideration form Medical verification form or death certificate and proof of relationship A MyPath plan or tracking sheet showing a new expected graduation date 	Letter authorizing a leave of absence until the start of the next term (no greater than 150 days)
Start of week 7 to last day to withdraw	Withdrawal	<ul style="list-style-type: none"> Withdrawal form 	Withdrawal from courses
	Authorized leave letter	<ul style="list-style-type: none"> Withdrawal form Special consideration form Medical verification form or death certificate and proof of relationship A MyPath plan or tracking sheet showing a new expected graduation date 	Letter authorizing a leave of absence until the start of the next term (no greater than 150 days)
After last day to withdraw to end of following term	Withdrawal	<ul style="list-style-type: none"> Withdrawal form Special consideration form Medical verification form or death certificate and proof of relationship 	Withdrawal from courses
	Authorized leave letter	<ul style="list-style-type: none"> Withdrawal form Special consideration form Medical verification form or death certificate and proof of relationship A MyPath plan or tracking sheet showing a new expected graduation date 	Letter authorizing a leave of absence until the start of the next term (no greater than 150 days)

PERSONAL IDENTIFICATION			
Student ID number	Date of Birth (mm/dd/yyyy)	Email	
Last name (Family name) (Previous last name)		First name (Given name)	Middle name
Address		Home phone number	
City	Province	Postal code	Cell phone number

STEPS FOR SUBMITTING A SPECIAL CONSIDERATION REQUEST:

1. Complete and submit a **request for college withdrawal form** to the Office of the Registrar. The date the Office of the Registrar receives the completed request for college withdrawal form is considered the date for determining the type of consideration that can be given.
2. Complete and submit this form to withdrawals@GeorgianCollege.ca along with any required supporting documentation.
3. I am requesting:
 - Partial reduction in tuition fees, not including ancillary fees. (Only applicable up to 4 weeks after the last day to add/drop.)
 - Withdrawal without academic penalty and no fee adjustments will be made.(Only applicable from the last day to withdraw, to the end of the following term.)
 - A letter approving an authorized leave. (Leave cannot exceed 150 days.)
4. Indicate which of the following acceptable reasons for special consideration you are seeking:
 - I have suffered a serious medical or mental health issue. A completed **medical verification for withdrawal consideration form** is also required.
 - My _____ (mother, father, spouse, child) has suffered a serious medical or mental health issue and I am the sole/primary caregiver. A completed **medical verification for withdrawal consideration form** is also required.
 - Death of my _____ (mother, father, spouse, child). A death certificate is required.
 - There are no courses running for me to take this term so I need to take an authorized leave.
5. I understand and accept that:
 - My request will be considered per section 3.5 of Georgian College’s academic regulations.
 - Submitting this form does not guaranteed approval of my request.
 - As an international student it is my responsibility to ensure I have health insurance during my leave (contact Intlinsurance@GeorgianCollege.ca for assistance)

Signature of student
Date (mm/dd/yyyy)

Note: this form may be emailed or delivered by postal service to the address information listed below.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT: Georgian College is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA), 1990, and endeavors to treat your personal information in accordance with this law. The personal information requested on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and in accordance with Sections 38(2) and 41(1) of FIPPA. The information provided will not be used for any purposes other than the administration and evaluation of the application for special consideration.

For further information about the information requested on this form or the purpose for which it will be used, please contact the Office of the Registrar at Registrar@GeorgianCollege.ca or 705.722.1511; for more information about FIPPA, please contact the Access and Privacy office at AccessPrivacy@GeorgianCollege.ca or 705.728.1968 ext., 5770.