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**REQUEST FOR A LEAVE OF ABSENCE  
 JD PROGRAM**

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A JD student may request a leave of absence for up to one calendar year. Requests for additional leave are discretionary and do not ordinarily exceed two years. While on leave, students will not be registered in Allard Law courses and will have limited access to university and law school resources such as Career Services, Counselling Services and Student Health.

A student must be in good standing with no standing deferred grades to be placed in leave.

**STUDENT INFORMATION:**

Date:	Student Number:
First Name:	Last Name:
Email:	Phone:
Last Date of Attendance:	Intended Return Date:
Current Year of Study:	1                      2                      3

**IMPACT OF LEAVE:**

Do you have student loans?	Yes	No
Have you received awards or bursaries for the current academic year?	Yes	No

*If you answered yes, please consult with a Law Enrolment Services Adviser ([es.lawsupport@ubc.ca](mailto:es.lawsupport@ubc.ca)). There may be unintended financial impacts for your leave.*

Are you an international student attending UBC on a student visa?	Yes	No
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*If you answered yes, you should consult [UBC International Student Advising](#) to discuss the impact of a leave on your ability to stay in Canada, obtain a study permit and work in Canada post-graduation.*

**REASONS FOR REQUESTING A LEAVE:**

**APPROVED BY:**

**DATE:**

\_\_\_\_\_  
 Assistant Dean, Students

Please schedule an appointment with and return completed form to Kaila Mikkelsen, Assistant Dean, Students, Student Services Office. Email: [mikkelsen@allard.ubc.ca](mailto:mikkelsen@allard.ubc.ca).

**RETURNING FROM A LEAVE:**

Students requesting a return to studies at the end of their approved leave must complete and return the Application for Re-admission form (found on the Allard Law website or from Admissions) and associated Fee to the Allard School of Law Admissions Office by May 31st of the year in which they are returning. Students on a medical leave of absence may be required to provide medical documentation indicating that they are well enough to return to studies.

Students who do not return from leave as scheduled, and do not request or obtain a further approved leave, may not be permitted to return, and should reach out to the Admissions Office or the Assistant Dean, Students for advice on a readmission application.