



Office of the Registrar

## Application for an Authorized Leave of Absence (ALOA)

### What is ALOA?

Authorized Leave of Absence is an academic status, applied to an entire academic semester. A student with an ALOA status indicates that the student is not registered in that semester outside of their regular scheduled break.

### Who can apply for ALOA and when?

This application must be submitted prior to the Add/Drop date (registration deadline) for each semester. Requests made after the deadline will not be considered.

Students who meet both of the following criteria will be considered for an

ALOA: 1. Have started their study at Algoma U.

\*New international students who have not yet started studying at Algoma University and want to postpone their start date should contact [international-admissions@algonau.ca](mailto:international-admissions@algonau.ca) to request a **Deferral** instead of an ALOA.

2. Have one of the reasons below (**supporting documentation must be attached to the application form**):

- Medical reasons (medical note required indicating student cannot attend class)
- Family emergency
- Death or serious illness of a family member
- Delays in obtaining a study permit or visa/ability to travel to Canada (for returning students only, not new students)
- Military service
- Major Life disruption (documentation required)

### Exclusions for ALOA Eligibility

- Failure to complete course registration prior to the add/drop deadline due to missing registration deadline or an outstanding balance.
- Requesting an ALOA for reasons that are not listed above.

### Is there a deadline for ALOA applications?

Yes. This application must be submitted prior to the registration deadline (Add/Drop date) for each semester. We will not approve ALOA requests for previous semesters.

**Can I still take courses during the ALOA semester?**

No. Taking an ALOA means you will have a leave of absence status for the entire semester. You will be withdrawn from the courses of the ALOA semester.

**Is it possible to cancel ALOA?**

No. Once you receive approval for an ALOA, it cannot be canceled.

**Am I still responsible for tuition fees or other mandatory fees?**

You must pay all outstanding fees from the previous semester prior to submitting your ALOA request. For special considerations, please see exclusions below. Depending on the date of your ALOA application submission, you may still be charged tuition and/or ancillary fees. Please contact [accounts@algomau.ca](mailto:accounts@algomau.ca) for further guidance.

**Are there any financial implications when taking an ALOA?**

If you are a recipient of financial aid (bursaries, scholarships and/or awards), please contact the Financial Aid Office ([fao@algomau.ca](mailto:fao@algomau.ca)) to find out possible financial implications.

**Immigration Information**

- International students are required to show they are actively pursuing their studies by being enrolled full-time (PGWP eligibility requirement) or part-time (minimum conditions of their Study Permit in Canada) during each academic session.
- Students who are required to take a semester off outside of their regular scheduled break must have their leave authorized by the designated learning institution (DLI) in order to comply with the conditions of their Study Permit and maintain PGWP eligibility.
- While on an ALOA, students are NOT authorized to work on or off campuses they do not meet the criteria of full-time enrollment as described in [R186\(f\) and R186\(v\)](#) of the Immigration and Refugee Protection Regulations
- IRCC states that any leave, authorized or unauthorized, that exceeds 150 days does not comply with the conditions of a study permit. Students who fail to enroll in full-time studies for more than 150 days, must change their status to visitor or leave Canada before the 150 days is passed.
- Students taking consecutive ALOA's should be aware that this is a risk to their PGWP application. Students taking consecutive ALOAs must continue to comply with the conditions of their study permit. Students must provide a flight ticket or confirmation that a visitor visa application was submitted with their ALOA application.
- It is strongly recommended to speak to an immigration advisor to learn the possible implications of ALOA on the Post Graduation Work Permit. They can be reached at [immigration@algomau.ca](mailto:immigration@algomau.ca).

**Please complete the following information:**

Full Name (First Name + Last Name): \_\_\_\_\_

Student Number: \_\_\_\_\_

Application Date (dd/mm/yyyy): \_\_\_\_\_

Program of Study: \_\_\_\_\_

Campus: \_\_\_\_\_ Sault Ste Marie \_\_\_\_\_ Brampton \_\_\_\_\_ Timmins

Semester Requested:

☐ 20 \_\_\_\_\_ (year) Fall (September-December)☐ 20 \_\_\_\_\_ (year) Winter (January-April)☐ 20 \_\_\_\_\_ (year) Spring (May-August)

Reason for the Application (Check one below) Documentation required upon submission:

☐ ☐ Medical reasons☐ ☐ Family emergency☐ ☐ Death or serious illness of a family member☐ ☐ Delays in obtaining a study permit or visa/ability to travel to Canada (for returning students only, not new students)☐ ☐ Military service☐ ☐ Major life disruption**Please explain in detail your reason for ALOA:**

**Check List: Please go over each of the steps and check the box that applies.**

➤ **Immigration considerations for ALOAs:**

☐ Yes, I've spoken to an immigration advisor and I fully understand immigration considerations and implications of taking an ALOA(s).

☐ I have reviewed the Immigration Information Section, and I choose not to seek further advice. I acknowledge that I understand immigration considerations and implications of taking an ALOA(s).

➤ **Student Account advice received:**

☐ Yes, I have spoken to Student Account and I fully understood the information.

☐ I decline seeking advice.

➤ **Financial Aid Office advice received (only if you are currently receiving scholarship, bursary or awards):**

☐ Yes, I have spoken to FAO and I fully understood the information.

☐ I decline seeking advice.

➤ **Program advice received (recommended for Project Management Program and ITVR Program students):**

☐ Yes, I have spoken to a Program Advisor and I fully understood the information.

☐ I decline seeking advice.

➤ **Attach all supporting documents with your application.**

*Please note that if you request an ALOA for any reasons in Section 2, you must submit medical documentation.*

**Ready to submit? Please do the following:**

- Email the application form and the supporting documents to Office of the Registrar ([regoffice@algonau.ca](mailto:regoffice@algonau.ca)), and write "**Application for an Authorized Leave of Absence - INSERT STUDENT NUMBER**" in the subject line.

**Signature of the Applicant:** \_\_\_\_\_

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**For Office Use Only**

Date of the application received	
Result:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature of the Reg Office Delegate:	
Date:	