



Complete Policy Title	Process for Leave of Absence Policy (4 days or longer)
Approved by	MD Executive Committee
Date of Original Approval	January 7, 2015
Date of Most Recent Approval	
Supersedes/Amends Policy dated	

Process for Leave of Absence (4 days or longer)

Students requesting a leave of absence of 4 days or more should refer to the UGME Leave of Absence Policy [http://www.medportal.ca/sf-docs/default-source/policies-and-procedures/process-for-leave-of-absence-\(4-days-or-longer\).pdf?sfvrsn=0](http://www.medportal.ca/sf-docs/default-source/policies-and-procedures/process-for-leave-of-absence-(4-days-or-longer).pdf?sfvrsn=0)

The process to request the leave is outlined as follows:

Step #1 – Requesting Leave

Complete Request for Leave form [http://www.medportal.ca/sf-docs/default-source/policies-and-procedures/process-for-leave-of-absence-\(4-days-or-longer\).pdf?sfvrsn=0](http://www.medportal.ca/sf-docs/default-source/policies-and-procedures/process-for-leave-of-absence-(4-days-or-longer).pdf?sfvrsn=0)

- Obtain appropriate documentation to support the necessity for the leave (e.g. from physician, authorized religious leader, confirmation of educational program or research)

Step #2 – Meeting

- Hamilton campus student: meet with Assistant Dean UGME and Program Manager UGME
- Regional campus student: meet with Regional Assistant Dean and Regional Program Administrator in the student’s home campus.
- Additional documentation may be requested at the discretion of the Assistant Dean involved.

Step #3 – Decision

The decision will be made by the Assistant Dean/Regional Assistant Dean and Program Manager/Administrator in the student’s home campus. Decisions about leaves of absence may be discussed amongst leaders at all three campuses.

Step #4 – Providing Notification

If the student is a regional campus student, communication of the decision will be sent to the UGME Assistant Dean and Program Manager for processing.

For students from all campuses, the UGME Program Manager is responsible for the appropriate notifications, including some or all of:

- Registrar’s Office
- Student Finance
- Financial Aid and Scholarships

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- Appropriate leadership and teaching faculty
- Student Advisor
- Program Staff
- medportal support
- MacMAPS
- Student

Step #5 – Tuition and Supplemental Fees Refunds

The Student Accounts Office of McMaster University collects all fees and arranges refunds.

In some circumstances, tuition fees may be prorated for students who have been granted a leave (refer to Tuition and Fee Refund Policy). For medical students, refund calculations are based on:

A monthly rate for tuition (tuition divided by 12 months of attendance = monthly tuition fee; 8 months for Year 3).

Full tuition for the month is required when either attendance goes beyond the 15th of any month where a student is registered in the first half of the month OR when student begins by the 15th and is registered in the second half of the month.

Supplemental fees are non-refundable.

Credits for leaves are first applied against other debt owed to the university including provincial funding. Any remaining credit amount will be refunded by cheque and mailed to the student.

Changes to student registration may significantly affect the eligibility of OSAP, Scholarships and Bursaries. Please review with the Student Financial Aid and Scholarship Office. (<http://sfas.mcmaster.ca/>)

Step #6 – Returning to Program

As some core components of the pre-clerkship curriculum are offered only once a year, the student might be required to take a full year off depending on the length of the leave.

Depending on the curriculum outline/map and in discussion with the student and review of relevant documentation, a decision of an appropriate return date will be made by:

- Hamilton campus student: Assistant Dean UGME and Program Manager UGME
- Regional campus student: Regional Assistant Dean and Regional Program Administrator in the student's home campus.

Additional documentation may be requested at the discretion of the Assistant Dean involved.

Tuition and supplementary fees will be assessed based on the fees set for the year of return.