



## FREEZE REQUEST FORM

### طلب تجميد مدة للطالب

During a student's scholarship period, he or she may choose to voluntarily “freeze” (suspend) scholarship benefits during a set period of time. The number of months used during a freeze period may be used at a later time during a student's scholarship. For example, if the original scholarship end date is December 2019 and the scholarship is frozen for May, June, and July 2019, the adjusted scholarship end date would be March 2020, as the three months of the freeze are added to the original end date. The maximum amount of time that a student can freeze their scholarship is 12 months.

Please note that a scholarship may also be suspended by a Academic Supervisor, i.e. upon student's completion of ESL period, at the end of academic program, upon expiry of his/her sponsorship, and due to other circumstances.

#### PLEASE FILL OUT THE FOLLOWING INFORMATION:

STUDENT NAME \_\_\_\_\_ STUDENT FILE # \_\_\_\_\_

EMAIL \_\_\_\_\_ STUDENT TELEPHONE \_\_\_\_\_

Reason for Freeze (please select one):

- Travel outside of Canada
- End of English as a Second Language (ESL) period/no academic
- Admission/ Paying for own studies
- Other :

FREEZE START DATE \_\_\_\_\_ FREEZE END DATE \_\_\_\_\_

#### PLEASE INCLUDE THE FOLLOWING SUPPORTING DOCUMENTS WITH THIS FORM (if applicable):

- If paying for own studies, confirmation from institution that (LCAO) will not receive an invoice for tuition and mandatory fees during the freeze period.
- Depending on whether a student is in course or thesis option degree program, s/he may be required to submit a signed letter from academic supervisor stating that the freeze period will not affect progress in the degree program or estimated completion date.
- Other documents as specified by the Academic Supervisor.

**PLEASE FILL OUT THE BOXES AS PER THE INSTRUCTIONS BELOW:**

A brief statement in English requesting the freeze. This statement should reflect the requested start and end date of the freeze as well as the reason for the freeze.

A brief statement in Arabic requesting the freeze. This statement should reflect the requested start and end date of the freeze as well as the reason for the freeze. A copy of this form will be submitted to the Ministry for their records.

**FREEZE POLICIES:**

- A freeze period starts on the first day of a month and ends on the last day of the month. (i.e. July 1 to September 30.)
- The freeze request should ideally be submitted one month before the start date of the freeze period.
- While on a freeze, a student is not eligible for any scholarship benefits including allowance payments, health insurance, tuition and fees, and dependent allowances or benefits.
- If traveling outside of Canada, the student must inform the Academic Supervisor of his/her return to Canada by submitting the Returning Student Form and immigration documents, in addition to any other information required by LCAO.
- While on a freeze, the student is responsible for arranging health insurance coverage for himself/herself and his/her dependents.

**PLEASE READ THE FOLLOWING DISCLAIMER:**

*I acknowledge that by requesting a freeze of my scholarship, I am not eligible for scholarship benefits during the period listed above. Scholarship benefits include monthly living allowance, health insurance, tuition and mandatory fees. I will notify my Academic Supervisor at the end of my freeze period and provide him/her with the documents required to reinstate my scholarship benefits. I understand that I am responsible for arranging health insurance coverage for myself and my family members during the freeze period. I also understand that my application to freeze my scholarship requires final approval by LCAO.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date