

**LETTER OF EXPLANATION (LOE) TEMPLATE FOR KPU'S SCHEDULED BREAK(S)**

[DATE]

Applicant: [Your Full Name]  
 D.O.B.: DD-MM-YYYY  
 UCI number: XXXXX (if applicable)

Purpose of Letter: Letter of Explanation for Scheduled Break(s)

To Whom It May Concern:

I am applying for a Post-Graduation Work Permit, and would like to provide additional information regarding the break(s) in my studies at Kwantlen Polytechnic University (KPU).

KPU's Scheduled Break policy is defined as: One of the: Fall (September), Spring (January), or Summer (May) semesters provided the student remains enrolled full-time at KPU in the term preceding the break and, in the term, following the break. During a scheduled break term (Fall, Spring, or Summer) a student can take full-time studies, part-time studies, or a break from studies. If a student withdraws from a course(s) during this semester, their scheduled break does not change. At KPU, a student who is enrolled in 9 or more credit hours in a semester is considered to be full-time.

For your reference, KPU's official policy on scheduled breaks can be found at <https://www.kpu.ca/international/advising/scheduled-breaks>.

Here is the breakdown of my attendance and academic record at KPU:

Term	Number of credits hours enrolled	Academic status
Semester Year e.g. Spring 2025 Summer 2025 Fall 2025	XX credits	e.g. Full-time, or KPU Scheduled Break, or Part-time (KPU Scheduled Break), or Part-time (final academic session)
Semester Year	XX credits	XXXXX

I have also attached the [KPU Immigration Purpose Document](#) for your review, which provides KPU's official definitions of academic schedule and student status for immigration purposes.

If you require further confirmation regarding my scheduled breaks, you may contact KPU at [internationalstudents@kpu.ca](mailto:internationalstudents@kpu.ca).

Thank you for your consideration regarding this clarification.

Regards,

[Your Signature]  
 [Your Full Name]  
 [Your Address]  
 [Your Phone Number]  
 [Your Email Address]

**PLEASE SEE A SAMPLE LETTER ON 3RD PAGE**

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### IMPORTANT REMINDERS!

- If you took a Scheduled Break, there's no need to explain *why* you took the break in your Letter of Explanation.
- A 'W' grade cannot be included in the total number of credits enrolled for that term. For example, if you registered for 9 credits and later withdrew from one course, you would have 6 enrolled credits for that term and would be considered part-time for that semester.
- If you received an 'NA' grade, those credits cannot be included in the total number of credits enrolled for that term.
- An 'F' grade does count towards the total number of credits enrolled.
- If you took an Authorized Leave or unscheduled break in your studies, please refer to the following [Letter of Explanation](#) (LOE) template.
- Remember to merge both your LOE letter along with the 'Immigration Purpose Document' in one file before uploading it under the 'Client Information Section'

**NOTE:** If you wish to have the letter concerning your scheduled breaks drafted by an International Student Advisor, please contact [internationalstudents@kpu.ca](mailto:internationalstudents@kpu.ca). Kindly note that this request incurs a fee of \$20.

# KPU

January 1, 2026

Applicant: John Smith  
D.O.B.: 01-01-2000  
UCI number: 0000-0000

Purpose of Letter: Letter of Explanation for Scheduled Break(s)

To Whom It May Concern:

I am applying for a Post-Graduation Work Permit, and would like to provide additional information regarding the break(s) in my studies at Kwantlen Polytechnic University (KPU).

KPU's Scheduled Break policy is defined as: One of the: Fall (September), Spring (January), or Summer (May) semesters provided the student remains enrolled full-time at KPU in the term preceding the break and, in the term, following the break. During a scheduled break term (Fall, Spring, or Summer) a student can take full-time studies, part-time studies, or a break from studies. If a student withdraws from a course(s) during this semester, their scheduled break does not change. At KPU, a student who is enrolled in 9 or more credit hours in a semester is considered to be full-time.

For your reference, KPU's official policy on scheduled breaks can be found at <https://www.kpu.ca/international/advising/scheduled-breaks>.

Here is the breakdown of my attendance and academic record at KPU:

Term	Number of credits hours enrolled	Academic status
Spring 2025	9 credits	Full-time
Summer 2025	0 credits	KPU Scheduled Break
Fall 2025	12 credits	Full-time
Spring 2026	6 credits	Part-time (KPU Scheduled Break)
Summer 2026	9 credits	Full-time
Fall 2026	9 credits	Full-time
Spring 2027	6 credits	Part-time (final academic session)

I have also attached the KPU Immigration Purpose Document for your review, which provides KPU's official definitions of academic schedule and student status for immigration purposes.

If you require further confirmation regarding my scheduled breaks, you may contact KPU at [internationalstudents@kpu.ca](mailto:internationalstudents@kpu.ca).

Thank you for your consideration regarding this clarification.

Regards,

*John Smith*

John Smith  
4566 Reserve St  
New Westminister, BC V3M 6A1  
778-123-0000  
[john.smith@gmail.com](mailto:john.smith@gmail.com)