



APPLICATION FOR LEAVE OF ABSENCE (LOA)

PERSONAL INFORMATION		ACADEMIC INFORMATION	
LAST NAME		ID NUMBER	
FIRST NAME		COLLEGE	
MIDDLE NAME		PROGRAM	
EFFECTIVITY OF LEAVE OF ABSENCE			
From	AY 20__ - 20__ / Term __	TO	AY 20__ - 20__ / Term __
Reminder		Reason	
<ul style="list-style-type: none"> ➤ <i>Filing of Leave of Absence covers the whole term. If absence is only for a day/week, consult your Associate Dean or Academic Programming Office; as such, it is not considered a Leave of Absence</i> ➤ <i>For Medical Health reasons, a medical certificate validated by the University Clinic, or a Clinic endorsement slip must be submitted together with this form</i> ➤ <i>For Mental Health reasons, an email validation/endorsement from DLSU counselors must be submitted together with this form</i> 		<ul style="list-style-type: none"> <input type="radio"/> Academic <input type="radio"/> Medical <input type="radio"/> Mental Health <input type="radio"/> Personal <input type="radio"/> Travel <input type="radio"/> Financial <input type="radio"/> Others: (Specify the reason) 	
Conforme			
PARENT/GUARDIAN ON RECORD SIGNATURE OVER PRINTED NAME <i>Note: Please attach a copy of the valid ID of the PARENT/GUARDIAN on records with their Signature (for verification)</i>			
STUDENT'S SIGNATURE OVER PRINTED NAME			
IMPORTANT:			
<ol style="list-style-type: none"> 1. Students must complete this form and upload the necessary documents to this Google Form <ul style="list-style-type: none"> ➤ <i>For Medical Health reasons, a medical certificate validated by the University Clinic, or a Clinic Yellow slip must be submitted together with this form</i> ➤ <i>For Mental Health reasons, an email validation/endorsement from DLSU counselors must be submitted together with this form</i> ➤ <i>Consent Letter and Valid ID of the Declared Guardian (for Undergraduate students only)</i> ➤ <i>Other Supporting Documents (if applicable only)</i> 2. A copy of the Google form response will be sent to the student's email as an acknowledgment receipt. 3. Students who are currently enrolled/enlisted will be dropped or withdrawn (whichever is applicable) from all enrolled courses depending on the date of submission, subject to appropriate fees 4. The application will be evaluated, and once deemed complete, we will process the LOA as endorsements/approvals from other offices shall no longer be required. Students will be emailed once the LOA is processed, not later than four (4) working days upon application submission. 5. The student must ensure that all necessary forms and documents must be submitted; thus, an incomplete application will not be processed. 6. Students may be on LOA for a term or more, as there shall be no limit as to the number of terms a student may apply for LOA 7. Upon return from LOA, the student will have to coordinate with the following offices to check if they have any accountability that needs to be settled before applying for returnee enrollment. <ul style="list-style-type: none"> ✓ Counseling and Psychological Services (occs@dlsu.edu.ph) ✓ Student Discipline Formation Office (sdfo@dlsu.edu.ph) ✓ Finance and Accounting Office (ocfo.studentservices@dlsu.edu.ph) ✓ HSO/Clinic (clinic@dlsu.edu.ph) ✓ Associate Dean 8. Other related policies on LOA are available in the Student Handbook <p>(FOR DLSU SCHOLARS ONLY) <i>Students who are recipients of scholarship grants should officially inform the DLSU Office of Admissions and Scholarships (OAS) in writing that they intend to take an LOA. Be reminded that taking an LOA is a ground for the termination of a scholarship grant unless special consideration due to meritorious cases was given by OAS. Please check the provisions in your Scholarship Guidelines related to the LOA stipulated https://docs.google.com/document/d/1GPGER9S2LQ06xsVEudqmi1SmfoKUsQqSyA3sYhv3orU/edit.</i></p>			