



APPLICATION FOR LEAVE OF ABSENCE (LOA)

PLEASE PRINT ALL ENTRIES LEGIBLY

RELEASED BY		DATE RELEASED	
PERSONAL INFORMATION		ACADEMIC INFORMATION	
LAST NAME		ID NUMBER	
FIRST NAME		PROGRAM / DEGREE	
MIDDLE NAME		OFFICE OF THE ASSOCIATE DEAN	
SEX	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	ENROLLED THIS TERM	<input type="checkbox"/> YES <input type="checkbox"/> NO
CONTACT INFORMATION		UNITS ENROLLED IN CURRENT TERM	
ADDRESS		UNITS OF FAILURE FOR CURRENT ACADEMIC YEAR	
		UNITS OF ACCUMULATED FAILURE	
		UNITS REMAINING TO COMPLETE THE PROGRAM	
TEL. NO.	(_____)	LATEST CGPA	
MOBILE NO.	(_____)	EFFECTIVITY OF LEAVE OF ABSENCE	
EMAIL		FROM	AY
SIGNATURE OF STUDENT		TERM	1 2 3
		UNTIL END OF	AY
		TERM	1 2 3
PARENT/GUARDIAN ON RECORD		REASON(S) for filing a Leave Of Absence (LOA)	<input type="checkbox"/> Academic <input type="checkbox"/> Medical
		Note1: Kindly attach the supporting documents.	<input type="checkbox"/> Domestic <input type="checkbox"/> Travel
			<input type="checkbox"/> Financial
SIGNATURE OVER PRINTED NAME		Note 2: If medical reason was cited for filing the LOA, the student must present a certificate of fit to study upon return.	<input type="checkbox"/> Others: (Specify the reason on the space below.)
Note: Please attach photocopy of ID with Signature			
IMPORTANT:			
<ol style="list-style-type: none"> This form must be accomplished in four (4) copies and submitted to the Enrollment Services Hub. The application for Leave of Absence (LOA) shall be deemed final and valid only upon the approval of the University Registrar. Submission of this application form to the OUR is not equivalent to an approval. The Document Tracking System (DTS) Number must be entered at http://enroll.dlsu.edu.ph/dlsu/dts to monitor decision regarding this application. A copy of the approved LOA should be claimed at the Office of the Associate Dean. An LOA shall be for a maximum of two (2) terms. A student on LOA is not permitted to enroll and study in another educational institution. No course taken from another school may be credited towards the completion of the program in DLSU for a student on LOA. In addition to the provision in the Student Handbook which states that "No application for leave of absence (LOA) will be processed after the midterm except for special cases endorsed by the Associate Dean to the OUR," the Dean of Student Affairs (DSA) may also endorse the LOA on behalf of the OCCS and SDFO. To return, a student with a valid LOA for all the trimesters of absence may obtain the Course Approval Form from the Office of the Associate Dean and routes it for signature at least a week before the start of classes. The Office of the Associate Dean will advise the student regarding the courses to enroll. Other related policies on LOA are available in the Student Handbook. 			
APPROVAL			
OFFICE of COUNSELING AND CAREER SERVICES (OCCS)		[1]	
SIGNATURE OVER PRINTED NAME/DATE			
STUDENT DISCIPLINE AND FORMATION OFFICE (SDFO)		[2]	
SIGNATURE OVER PRINTED NAME/DATE			
ACCOUNTING OFFICE		[3]	
SIGNATURE OVER PRINTED NAME/DATE			
HEALTH SERVICES OFFICE (FOR MEDICAL REASON)		[4]	
SIGNATURE OVER PRINTED NAME/DATE			
OFFICE OF THE ASSOCIATE DEAN		[5]	
SIGNATURE OVER PRINTED NAME/DATE			
FOR OUR USE ONLY			
SIGNATURE OVER PRINTED NAME/DATE			