

**UNIVERSITY OF THE PHILIPPINES CEBU**  
LAHUG, CEBU CITY

**APPLICATION FOR LEAVE OF ABSENCE (LOA)**

(To be accomplished in three copies and accompanied with an accomplished University Clearance)

Student Number	Name of Student	Degree Program	Year	Date

<p><b>Inclusive Dates of LOA</b></p> <p>From: _____</p> <p>To: _____</p> <p><b>Previous LOA Record</b></p> <p>From: _____</p> <p>To: _____</p>	<p><b>Reasons for LOA</b></p> <p>_____</p> <p>(Note: If for health reasons, please attach medical certificate.)</p> <p align="center">_____ Signature of Student Applicant</p> <p align="center"><b>Consent of Parent or Guardian</b></p> <p align="center">_____ Signature over Printed Name</p>
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First Semester/Trimester   
 Second Semester/Trimester   
 Midyear Term/Third Trimester   
 AY \_\_\_\_\_

ENROLLED                     
 NOT ENROLLED                     
 After Mid Semester?  Yes     No

If ENROLLED, provided information below:

SUBJECT	CLASS STANDING	INSTRUCTOR'S NAME	SIGNATURE	DATE

Scholastic Standing at the time of application: \_\_\_\_\_ (To be accomplished by the College Secretary)

**ACTION:**

<input type="checkbox"/> Endorsed  _____ Department Chair/Program Coordinator	<input type="checkbox"/> Endorsed  _____ College Secretary	<input type="checkbox"/> <b>APPROVED</b>  _____ Dean
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Leave of Absence Fee: ₱ 150.00      OR # \_\_\_\_\_      Date of Payment \_\_\_\_\_

**IMPORTANT:**

NO LOA shall be granted after the deadline for filing of leave of absence for students who are enrolled and not enrolled in the current semester. Please refer to the academic calendar to know the exact dates of the deadline. For those who are not enrolled, the deadline for filing LOA is the last day of late registration in the current semester.