

To complete the LOA application, kindly accomplish 3 copies and submit to the OCS & OUR.
1 copy is the student copy.



University of the Philippines Cebu
APPLICATION FOR LEAVE OF ABSENCE

Date: _____

Dean

Sir/Madam:

I, _____ with Student Number _____ would like to apply for leave of absence from my degree program/course _____ effective First/Second/Third Semester/Trimester AY 2023-2024 up to First/Second/Third Semester/Trimester AY 2023-2024.

REASON/S FOR LOA: _____

Very truly yours,

Noted by:

Signature of Student

Name and Signature of Parent/Guardian

Date:

Note to the student:

1. Accomplish college clearance and secure certification from the Director of Student Affairs that you have no pending case. If the leave of absence is due to sickness, please attach **MEDICAL CLEARANCE** from the UP Health Service.
2. If withdrawal is after $\frac{3}{4}$ of the semester/term, your instructor may give you a grade of "5" if your class standing up to the time of withdrawal is failing.
3. **NO** leave of absence is permitted within two weeks from the last day of classes.

Note to the Instructor:

If the leave of absence is to be taken **after the mid-semester period**, which is on 11 October 2023, the instructor concerned is required to indicate the class standing of the student at the time the leave is applied for.

Count	Subject enrolled	Class standing	Instructor's signature	Count	Subject enrolled	Class standing	Instructor's signature
1				5			
2				6			
3				7			
4				8			

SCHOLASTIC STANDING as of the last semester: _____, AY _____:

- ☐ Good ☐ Probation ☐ Enrolled
☐ Warning ☐ Readmitted ☐ Not Enrolled

CLEARANCE

_____ Name & Signature of Program Coordinator	_____ Date	_____ Name & Signature of University Librarian	_____ Date
_____ Name & Signature of College Secretary	_____ Date	_____ Name & Signature of Director of Student Affairs	_____ Date

NOTED:

☐ APPROVED / ☐ DISAPPROVED:

_____ Name & Signature of Adviser	_____ Date	_____ Name & Signature of Dean	_____ Date
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LOA FEE paid under O.R. No. _____ dated _____ in the amount of One Hundred Fifty Pesos (₱150.00).

Note: LOA should not exceed one year but may be renewed for at most another year. When not taken in two (2) successive years, the aggregate LOA should not exceed two (2) years.

IMPORTANT NOTE for Undergraduate Students:

The deadline for filing an LOA for the First Semester AY 2023-2024 is November 24, 2023. However, if you intend to request an LOA for this term and wish to avoid any deduction from your eligible remaining semesters for the Free Higher Education (FHE) subsidy, it is essential to complete your LOA form by **October 5, 2023**. A completed LOA application entails that the form is entirely signed by all required signatories, the LOA fee has been paid, and the signed LOA forms have been delivered to both the OCS and OUR. The deadline for submitting the CHED Billing Report for the Free Higher Education (FHE) Subsidy to the UP System for the First Semester AY 2023-2024 is October 12, 2023. To safeguard your eligibility and prevent any deductions from your remaining FHE subsidy semesters, it is crucial to finalize the LOA application form by October 5, 2023, which is one week before the CHED Billing Report deadline. Please be aware that if your LOA is completed after October 5, 2023, one semester of your FHE Subsidy will be deducted.