Santa Isabel College
Higher Education Department
210 Taft Avenue, Manila

Tel No.: (02) 525-9416
www.santaisabel.dcphilippines.org

LEAVE OF ABSENCE REQUEST FORM

(for student's use only)

Date Filed: _____

(Please accomplish the form with the appropriate information)

A. STUDENT INFORMATION

Student Number:	**Course and Year Level:**	**Major:**
Last Name	**First Name**	**Middle Name**	**Maiden Name** *(if married)*
Home Address	☐ AB-Education ☐ Accountancy ☐ Business Administration ☐ Computer Studies ☐ IHTM ☐ Music
Provincial Address	
Telephone number	**Mobile number**	**E-mail address**	**Program/Department**
☐ Male ☐ Female **Gender** (please check)	**Nationality**	**Religion**	☐ Single ☐ Married ☐ Widowed ☐ Other (pls. specify): _____ **Status** *(please check)*

B. PERIOD FOR LEAVE OF ABSENCE (maximum time limit 1 academic year)

Period of Entry: ***(please indicate semester and academic year)***	**Semester:**	**Academic Year:**
Beginning Semester Period: ***(semester of leave, attach letter of request)***	☐ 1st ☐ 2nd ☐ Summer **Semester** *(please check)*	**Academic Year**
Returning Semester Period: ***(you must register for classes in this semester)***	☐ 1st ☐ 2nd ☐ Summer **Semester** *(please check)*	**Academic Year**
Reason for Leave of Absence (LOA):		

_____ Student's signature over printed name
Date: _____

_____ Parent's/Guardian's signature over printed name
Date: _____

C. APPROVING SIGNATURES *(names of signatories and date of approval must be indicated)*

_____ (1) Signature over Printed Name of Program Chairperson — _____ Date of Approval

_____ (2) Signature over Printed Name of Student Affairs Coordinator — _____ Date of Approval

_____ (3) Signature over Printed Name of Guidance Counselor — _____ Date of Approval

_____ (4) Signature over Printed Name of Dean of College — _____ Date of Approval

D. REGISTRAR'S OFFICE

Entered into the Student's Record: _____ Signature over printed name of Registrar _____ Date

Note: To be filed by the student not later than the second week of class of the term
(Cc: Program chairperson, Student Affairs Coordinator, Guidance Counselor and Dean of College)