UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY
Office of the University Registrar

APPLICATION FOR LEAVE OF ABSENCE (LOA) FORM

NAME OF STUDENT:	STUDENT NUMBER:
PROGRAM:	MAJOR: (if applicable)
TERM OF EFFECTIVITY:	
REASON FOR FILING:	

LOA FEE PAID UNDER OR # _____
DATED _____ IN THE AMOUNT OF _____

_____
SIGNATURE OF STUDENT

Noted:

_____ _____
Faculty Secretary Date

IMPORTANT: *LOA must not exceed one year from the term of effectivity.*

DO NOT FILL THIS PORTION

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NOTE TO THE **FACULTY-IN-CHARGE**: *If the application for Leave of Absence is filed after the 2nd tutorial (for a 4-study session) or the 3rd tutorial (for a 5-study session), you must indicate the standing of the student at the time the leave is applied for. After filling up this portion, please submit this to the Office of the Faculty Dean.*

Subjects Enrolled in	Class Standing (Passing or Failing)	FIC's Signature
1.		
2.		
3.		
4.		

APPROVED:

_____ _____
DEAN DATE