



**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:	LEARNING CENTER:
TERM OF EFFECTIVITY:	
REASON FOR FILING:	

LOA FEE PAID UNDER OR # \_\_\_\_\_  
DATED \_\_\_\_\_ IN THE AMOUNT OF \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
Tutor's signature over printed name      Date

**Noted:**

\_\_\_\_\_  
LC Coordinator

\_\_\_\_\_  
Date

**IMPORTANT:** (1) A student may apply for LOA before the 3<sup>rd</sup> tutorial (for a 4-study session) or the 4<sup>th</sup> tutorial (for a 5-study session).  
(2) LOA must not exceed one year from the term of effectivity.

**DO NOT FILL THIS PORTION**

NOTE TO THE **FACULTY-IN-CHARGE:** If the application for Leave of Absence is filed after the 2<sup>nd</sup> tutorial (for a 4-study session) or the 3<sup>rd</sup> 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