



1. **Submit LOA Application.** A student wishing to be officially on leave must submit his/her application on or before the set deadline. Any unpaid LOA application may be cancelled any time. The student is considered officially on leave upon completion of the whole process. **Module to use: Application for LOA**
2. **Submit Class Standing.** Instructor needs to submit the standing of the student in order for the student's LOA application to progress. **This is only required for enrolled students submitting application during or after midterm date (depends on the academic term type of the student);** otherwise the student proceeds to the next step. **Module to use: Student Standing**
3. **Advise Student.** The student must then secure his/her adviser's approval for the application to proceed. **Module to use: LOA Advising**
4. **Department Endorsement.** The student must then be endorsed by his/her Department Chair or UG/G Program Director, whichever is applicable. This is only required for units with departments. **Module to use: LOA Department Endorsement**
5. **College Approval and Print LOA Form.** The student then goes to his/her college to have his/her LOA application granted and printed. The college reserves the right to approve or disapprove the student's application. **Module to use: LOA Approval and Form Printing**
6. **Dean's Signature.** The student must have his/her LOA application signed by the College Dean.
7. **Payment.** The student proceeds to the Cashier's Office to pay the LOA fee, currently ₱ 150.00. The student is officially on leave once the fee is paid. **Those on LOA extensions need not pay but must submit their signed applications to the OUR for them to be tagged as paid.**

## LOA Mechanics

1. The following students cannot apply for LOA:
  - **Students with unpaid classes** either obtained through the Batch Run or manual enlistment. Students must either pay or cancel these enlistments before applying.
  - **Students with unfinished Change of Matriculation (COM)** applications. Students must either finish or cancel their ongoing COM applications before they can apply for LOA.
  - **Students with unpaid dropping applications.** Unpaid dropped classes must either be paid or cancelled before students can proceed with LOA.
  - **Students with unpaid Residency applications.** Ongoing Residency applications must be either paid or cancelled before students apply for LOA.
  - **Academically ineligible students.** They must first be readmitted before they can apply for LOA.
2. Students with accountabilities can still apply for LOA, although their applications cannot be approved until their accountabilities have been settled or waived.
3. Undergraduate students need to submit a letter of consent from their parents to their college in order for their LOA applications to be approved.
4. A student must pay the LOA fee (currently 150.00) in order to be considered officially on leave. **Approved LOA extensions, however, are exempt from this fee.**
5. Only a maximum of 1 year can be applied for LOA at a time. This translates to 2 consecutive terms for Regular and Spring Asia students, while 3 for MBA and MS Fin students.
6. A student can extend his/her previous LOA application for a maximum of 1 year. The clause above still applies for extensions.
7. Regular and Spring Asia students cannot apply for LOA for their Summer terms.
8. A student can only be continuously on leave for a maximum of two (2) years. This translates to a maximum of 4 terms for Regular and Spring Asia students, while 6 for MBA and MS Fin students.
9. A student on LOA needs to be readmitted on or before its approved period ends; otherwise, he/she would be considered AWOL.
10. Students officially on leave cannot participate in registration activities (e.g., preenlistment, e-prerog, changemat, dropping). They must be readmitted first before they can register again.
11. Students with lapsing 4.0 and/or INC grades who are officially on leave will not be able complete or remove those grades. They must be readmitted in order for them to complete or remove their 4.0 or INC.
12. **It is the responsibility of the student to inform his/her instructors and home unit of the his/her intention to be officially on leave.**