

**JUBILEE CHRISTIAN ACADEMY**

Doña Hemady Ave., cor. 4<sup>th</sup> Street  
New Manila, Quezon City  
724-8550

1603-1607 E. Rodriguez Sr., Ave.  
Cubao, Quezon City  
724-0143 loc 600

**APPLICATION FORM FOR STUDENT LEAVE OF ABSENCE**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_

Level & Section \_\_\_\_\_

Leave of Absence for  School Year \_\_\_\_\_

1<sup>st</sup> Semester, SY \_\_\_\_\_

2<sup>nd</sup> Semester, SY \_\_\_\_\_

Quarter 1 2 3 4

Week \_\_\_\_\_

**REASON/S:** Please check appropriate box.

As an exchange student

Immigration requirements

Country \_\_\_\_\_

As a contestant

Financial reasons

Security reasons

Health reasons

Others \_\_\_\_\_

**DOCUMENTS ATTACHED:** Please check appropriate item.

\_\_\_ Photocopy of report card \_\_\_ Letter of request \_\_\_ Other supporting documents

I/ We agree to comply with all the guidelines set by Jubilee Christian Academy for student leaves.

\_\_\_\_\_  
Signature of parent over printed name/Date

\_\_\_\_\_  
Received by / Date

Approved /Disapproved by: \_\_\_\_\_

PRINCIPAL / DATE

## **GUIDELINES FOR STUDENTS LEAVE**

1. Any bona fide student enrolled in the current school year can apply for the student leave of absence for a minimum of one week to a maximum of one school year immediately following the school year.
2. Reasons can be any of the following:
  - 2.1 as exchange student for international studies for only one year
  - 2.2 as a contestant in any school-endorsed local or international competition sponsored by governmental or NGO
  - 2.3 due to immigration requirements
  - 2.4 due to financial reasons
  - 2.5 due to security reasons
  - 2.6 due to health reasons
3. Requirements for applying student leave
  - 3.1 No failure in any subject with a general average of 83% and a department rating of B- or above
  - 3.2 An official letter of request for leave from parent or guardian to be attached application form for leave
  - 3.3 Supporting document for item 2.1, 2.2, 2.3
4. Condition to be met for approval of re-entry to JCA
  - 4.1 letter of intent to return
  - 4.2 if a student pursues studies in another school during his/her absence,
    - 4.2.1 official report of ratings for the school year duly signed by school officials
    - 4.2.2 ratings should have no failure in any subject with a general average of 83% and a department rating of B- or above
    - 4.2.3 official report of accomplishment (certificate of participation or any similar document) duly signed by sponsoring organization in competition participated in
  - 4.3 if student does not study in another school during his/her absence, re- entry is in the grade level where he / she has taken leave of.
5. Failure to comply with all requirements upon return will nullify the approved leave and will place the student under the conditions for new students. In this case, all pertinent procedures for new students will be applied.