

JUBILEE CHRISTIAN ACADEMY

Doña Hemady Ave., cor. 4th St.,
New Manila, Quezon City
724-8550

1603-1607 E. Rodriguez, Sr., Ave.,
Cubao, Quezon City
724-0143 loc.700

GUIDELINES FOR STUDENT LEAVES

1. Any bonafide student enrolled in the current school year can apply for a 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 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 government or NGO.
 - 2.3 Due to immigration requirements
 - 2.4 Due to financial reasons
 - 2.5 Due to security concerns
 - 2.6 Due to health reasons
3. Requirements for applying for 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 to application form of leave
 - 3.3 Supporting documents for item 2.1, 2.2, 2.3
4. Conditions to be met for approval of re-entry to JCA
 - 4.1 letter of intent to return
 - 4.2 if 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 accomplishments (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 applied.

APPLICATION FORM FOR STUDENT LEAVE OF ABSENCE

(to be filed in duplicate)

Date of Application _____

Name _____ Level & Section _____

Leave of Absence for

<input type="checkbox"/> School Year _____	<input type="checkbox"/> Quarter	1	2	3
<input type="checkbox"/> 1 st Semester, SY _____	<input type="checkbox"/> Week	_____		
<input type="checkbox"/> 2 nd Semester, SY _____				

REASON/S: Please check appropriate box.

- | | |
|---|--|
| <input type="checkbox"/> As an exchange student | <input type="checkbox"/> Financial Reasons |
| <input type="checkbox"/> Immigration requirements | <input type="checkbox"/> Security reasons |
| Country _____ | <input type="checkbox"/> Health reasons |
| <input type="checkbox"/> As a contestant | |

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 / Date : _____

Paul P. Calamiong, Ph.D
Senior High School Principal