

JUBILEE CHRISTIAN ACADEMY

Doña Hemady Ave., cor. 4th 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 _____

☐ 1st Semester, SY _____

☐ 2nd 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.