

## JUBILEE CHRISTIAN ACADEMY

Doña Hemady Avenue, cor 4<sup>th</sup> Street  
New Manila, Quezon City  
8294-0853 to 55

1603-1607 E. Rodriguez Sr. Avenue  
Cubao, Quezon City  
8294-0843 to 45

### STUDENT LEAVE OF ABSENCE APPLICATION FORM

Name: \_\_\_\_\_ Level & Section: \_\_\_\_\_

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

Date of Leave of Absence:  School Year: \_\_\_\_\_

Specific Dates / Quarter / Semester: \_\_\_\_\_

REASON/S: Please check appropriate box and attach relevant documents:

Check	Reason	Document
<input type="checkbox"/>	Exchange Student	Exchange student certification / acceptance letter
<input type="checkbox"/>	Immigration Requirements	Photocopy of immigration papers/ application
<input type="checkbox"/>	Contestant in any school-endorsed local or international competition	Contest endorsement letter
<input type="checkbox"/>	Health/Medical	Medical Certificate
<input type="checkbox"/>	Others (e.g., Security, Financial) _____	Applicable document/s

I / We agree to comply with all the guidelines set by Jubilee Christian Academy for re-admission in the school.

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

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

Approved / Disapproved by : \_\_\_\_\_  
PRINCIPAL / DATE

## GUIDELINES FOR STUDENT LEAVE

1. Any bona fide 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. Requirements for applying for student leave
  - 2.1. No failure in any subject with a general average of 83 and a department rating of B- or above (submit report card)
  - 2.2. Supporting documents (see page 1)
3. Condition to be met for approval of re-admission to JCA
  - 3.1. Submit Re-admission Application Form.
  - 3.2. Submit pertinent documents:

Reason	Document
Exchange Student	Exchange student certification
Immigration Requirements	Photocopy of stamp of departure and entry in passport
Contestant in any school-endorsed local or international competition	Contest certificate
Health/Medical	Medical Certificate indicating fit to study

- 3.3. If a student pursues studies in another school during his/her absence,
  - 3.3.1. official report of ratings for the school year duly signed by school officials
  - 3.3.2. ratings should have no failure in any subject with a general average of 83 and a department rating of B- or above
  - 2.3.2 No Chinese and/or Filipino were studied for Grade 1 and upper levels. Option is to study in schools accredited by Deped. If Deped accredited school is not available, arrangement will be made by the registrar.
- 3.4. if student does not study in another school during his/her absence, re-admission is in the grade level where he/she has taken leave of.
4. 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 student will be applied.