



# LOYOLA SCHOOL OF THEOLOGY

A JESUIT, FILIPINO AND ASIAN ECCLESIASTICAL FACULTY OF THEOLOGY  
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## REQUEST FOR LEAVE OF ABSENCE

LST ID No.: \_\_\_\_\_ Date of Submission: \_\_\_\_\_  
Month Day Year

Student's Name: \_\_\_\_\_  
Family Name First Name Middle Name

Degree Program: \_\_\_\_\_ Concentration: \_\_\_\_\_

**NOTES:** (From the LST Student Handbook)

*042. Leave of Absence:* Students who expect not to register for a semester should file a leave of absence that must be approved by the Dean. The Leave of Absence Form may be obtained from the Ateneo Office of the Registrar (for MA, PhD, DMin Programs) and LST Office (for STL and STD Programs).

Students on leave of absence cannot enroll in another school for the purpose of pursuing another civil degree program.

Leave of Absence does not substitute for Official Withdrawal from courses. To withdraw from courses, the students should apply for a load revision, not for a leave of absence.

*043. Reinstatement:* Students who do not register for two consecutive semesters without a leave of absence must apply for reinstatement. The reinstatement must be approved by the Dean before they are allowed to register.

*044. Readmission:* Students who do not register for three consecutive semesters or more without a leave of absence are automatically dropped from the program. Should they wish to return to the program, they must apply for readmission. The readmission must be endorsed by the Standards and Degrees Committee and approved by the Dean.

**LEAVE OF ABSENCE REQUESTED:**

1. Inclusive Semester and School Year: From \_\_\_\_\_ To \_\_\_\_\_

2. This is the \_\_\_\_\_ time that I have applied for a leave of absence since my initial enrollment.

3. Reason/s for leave of absence  
\_\_\_\_\_  
\_\_\_\_\_

4. I expect to enroll in the  First Semester  Second Semester School Year \_\_\_\_\_

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

PLEASE DO NOT WRITE BELOW THIS LINE.

Approved  Disapproved

Remarks: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF VICE PRESIDENT FOR ACADEMIC AFFAIRS

\_\_\_\_\_  
DATE