




## How to Apply For Leave of Absence?

| Process Steps   | Related System / Document to be Used                                  |
|---|---|
| <b>Step 1:</b> The student submits the petition notifying the request and, if any, the document regarding the excuse, to the Institute through the Institute Secretary within fifteen working days after it occurs, not exceeding the last working day of the fourth week following the start of the classes. | <a href="#">- Leave of Absence Request Form</a><br>- Document, if any |
|    |   |
| <b>Step 2:</b> The Institute Administrative Board makes its decision after discussion.  |   |
| <b>Accepted</b>  <b>Rejected</b>    |   |
| <b>Step 3:</b> The decision is sent to the Student Affairs Office for processing by the Institute.  | The student is informed.  |

