

APPLICATION FOR RE-ACTIVATION

GUIDELINES

- (1) THIS FORM IS USED BY INACTIVE STUDENTS INTENDING TO RE-ACTIVATE AND ENROLL IN THE SUCCEEDING TERMS.
- (2) STUDENTS ARE ADVISED TO ACCOMPLISH THIS FORM ATLEAST ONE (1) MONTH PRIOR TO INTENDING TERM OF REACTIVATION OR ENROLMENT.
- (3) STUDENT FILLS UP THIS FORM; STUDENT PAYS THE PROCESSING FEE AT THE OFFICE OF THE TREASURER; PROCEEDS TO THE PREFECT OF STUDENTS FOR ENDORSEMENT; RETURNS TO THE OFFICE OF THE COLLEGE REGISTRAR FOR PROCESSING.
- (4) STUDENT IS ADVISED BY THE OFFICE OF THE COLLEGE REGISTRAR ON THE DATE OF RELEASE OF DECISION OF RE-ACTIVATION REQUEST.
- (5) THIS FORM CAN NOT BE USED BY STUDENTS WHO SECURED THEIR TRANSFER CREDENTIALS FROM MALAYAN COLLEGES LAGUNA NOR BY STUDENTS WHO WERE DISMISSED FROM THE COLLEGE FOR ACADEMIC OR OTHER REASONS.

GENERAL INFORMATION

NAME DATE
SURNAME GIVEN NAME MIDDLE INITIAL

STUDENT NO. PROGRAM / YEAR

DETAILS OF APPLICATION

LAST TERM ATTENDED REASON FOR TAKING A LEAVE OF ABSENCE

SCHOOL YEAR

NO. OF TERMS ABSENT

STUDENT'S SIGNATURE DATE

CLEARANCE

THE TREASURER DATE

STATUS REVIEW

THE STUDENT'S ACADEMIC CREDENTIALS HAVE BEEN VERIFIED AND REVIEWED.

RECOMMENDED FOR RE-ACTIVATION
The recommendation for the approval of the application for re-activation is valid only until _____ term, school year _____.

NOT RECOMMENDED FOR RE-ACTIVATION

THE DEAN OR PROGRAM CHAIR DATE

ENDORSEMENT

THE PREFECT OF STUDENTS DATE

RECOMMENDATION

THE COLLEGE REGISTRAR DATE

APPROVAL

THE V.P. FOR ACADEMIC AFFAIRS DATE

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