



1. OBJECTIVES

- 1.1 To cater to professionals who could not devote 10 months of their time for continuous study
- 1.2 To allow students to plan their programs of study with ease and flexibility

2. POLICY STATEMENTS

- 2.1 Leave of Absence is only applicable for one (1) to two (2) terms.
- 2.2 Appeal for an extension of LOA may be given to students with significant grounds related to professional growth in the field of filmmaking and/or health.
- 2.3 Student on LOA is required to continually stay in contact with the school.
- 2.4 The Registrar and Admissions Office and Credit and Collection keep copies of LOA.
- 2.5 Student must present copy of LOA upon re-admission to classes.

3. PROCESS

- 3.1 Student secures and completes a Leave of Absence form in 3 copies.
- 3.2 Submit completed LOA form to Registrar and Admissions Office
- 3.3 Registrar and Admissions processes LOA form and clearance for the term.
- 3.4 Notifies student of status of leave and accountabilities for the term.
- 3.5 Student claims one of the completed LOA form (approved or disapproved).

4. FORMS

FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Leave of Absence Form	Program Director	<ul style="list-style-type: none">- Program Director checks on the duration of the leave and supporting documentation.- Approves Leave of Absence	Registrar and Admissions Office Credit and Collection Student



INTERNATIONAL
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FILM AND TELEVISION

LEAVE OF ABSENCE