INTERNATIONAL ACADEMY OF FILM AND TELEVISION ™	**Clearance**

1. OBJECTIVES

      1.1 To easily determine students' accountabilities

      1.2 To monitor and notify students of their accountabilities

2. POLICY STATEMENTS

      2.1 Per Term clearance for continuing students are routed on the 9th week of the term

      2.2 Exit clearance for graduating students are routed on the 7th and 8th week of the term

      2.3 Credentials or refunds of students with accountabilities will not be released.

      2.4 Continuing students are reminded of their accountabilities at the start of the term.

      2.5 Students' clearance are routed to the following departments:

Department	Accountabilities
Credit and Collection	Tuition Fees and Miscellaneous Fees
Library	Books, penalties and overdue fines

Technical Services
    IAFT Equipment Cage
    IAFT Computer Laboratory
	Equipment

Production Services
    Wardrobe
    Props
	Borrowed wardrobe and props

Program Coordinator	Program requirements
Casablanca	Rental and laundry
Registrar and Admissions Office	Credentials and grades

3. PROCESS

      3.1   Registrar and Admissions Office prepares the students' clearance

      3.2   Routes clearance to departments concerned

      3.3   Summarizes the status of each students' accountabilities

      3.4   Notifies program advisers and students' their accountabilities

      3.5   Student settles accountabilities

      3.6   Notify Registrar and Admissions Office and the department concerned

FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Clearance		- Routed by the Registrar and Admissions Staff	- Registrar and Admissions Office and Student

3. FORMS