



1. OBJECTIVES

- 1.1 To distinguish students apart from the BF-E and IAFT employees
- 1.2 To recognize that they are students of the International Academy of Film and Television
- 1.3 To give students a sense of identity and belongingness as a member of the student body
- 1.4 To provide students access to school services and respond to restrictions set by the academy.

2. POLICY STATEMENTS

- 2.1 The Registrar and Admissions Office issues temporary or permanent identification cards for students and alumni.
- 2.2 Students enrolled in Certificate and Diploma programs are issued permanent identification cards; temporary identification cards are issued to students taking short-term workshops/ courses.
- 2.3 Students must wear their IDs at all times while on campus.
- 2.4 Students who refuse to replace their lost IDs card are denied entry to the campus and access to all services. Refunds will not be given to those who cannot access classrooms because of denial of services.
- 2.5 The Registrar and Admissions Office must be notified immediately in the event of lost or damaged IDs.
- 2.6 ID replacement fee is \$5
- 2.7 IAFT graduates for the Certificate and Diploma programs are issued alumni IDs which they can use for some privileges or discounts given to IAFT as well as to enter the school premises.

3. PROCESS

3.1 Issuance of IDs for Certificate and Diploma Students

1. Temporary identification cards are given during the registration period.
2. Photo shoot of students is conducted
3. Permanent identification cards are issued 7 days after the start of class. Temporary cards issued must be surrendered before release of permanent cards.

3.2 ID replacement

1. Student must notify Registrar and Admissions Office for any lost and damaged ID.
2. Complete ID replacement form
3. Submit the following documents:
 - Affidavit of Loss
 - Official receipt of ID replacement fee



3. 3 Issuance of Alumni IDs

1. Alumni IDs are issued to graduates with no other accountabilities with the school.
2. It is issued together with the graduates' credentials and are mailed through Philippine Post.

4. FORMS

FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Temporary ID for workshops			
Official ID's	School Director	Checks on the ID's and signs identification cards	
Temporary Pass			
Alumni ID's	Student Development Coordinator	Checks Alumni ID's and forwards to Registrar and Admissions for mailing	
ID Replacement Form	Registrar	Verifies all documentation and approves request for ID replacement.	Associate Registrar and Student