

Academy of Communication in Healthcare
Attn: Emily Williams
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To:
From: The FIT Committee
Re: Requested Leave of Absence from the ACH Facilitator Training Program

The FIT Committee has received your request for a leave of absence (LOA) from the FIT Program and greatly appreciates the difficult, yet realistic nature of this kind of decision. There are several issues which you should be aware of before formally initiating a LOA from the FIT Program.

- The FIT Committee needs to know for what period of time you are requesting this LOA (i.e. three months, six months or twelve months).
- Although you will be on LOA, your Guide will still be assigned to you and, hence, not available to pick up other FITs. Therefore, the fee assessed during your LOA will be \$500/7-12 months or \$250/3-6 months. If your tuition has been paid in full already, money in excess of the leave fee will be applied to the next year's tuition.
- You must stay current with your Academy membership.
- A LOA utilizes significant valuable resources of the Academy, and it is, therefore, extremely important for you to continue to keep the FIT Committee apprised of your status during the LOA.
- For any leave which extends beyond six months, the FIT Committee will request an updated learning agreement, as well as and personal statement from you as you finish your leave and actively reenter the program.

By signing this agreement, the FIT Committee will assume that you are in concurrence with this memo.

We wish you well during your LOA!

Please keep a copy of this agreement with your records and return the original to the Academy offices.

Estimate Length of LOA: _____

FIT: _____ Date: _____

FIT Co-Directors: Ellen Pearlman Date: _____
Sally Fortner Date: _____
Lynda Tang Date: _____