

# WORK OPPORTUNITIES POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: WORK OPPORTUNITIES POLICY

Institution: Story Institute

Effective Date: September 25, 2026

Revision Date: September 25, 2026

Responsibility: Senior Educational Administrator and Instructors

Applies To: All Story Institute students, instructors, staff, contractors, volunteers, guests and other persons participating in Story Institute activities.

## 1. PURPOSE

Story Institute supports students pursuing legitimate professional opportunities while enrolled. Because Story Institute programs are structured, instructor-led programs with attendance requirements, students are expected to balance auditions, bookings and other professional opportunities with their academic obligations.

## 2. AUDITIONS AND PROFESSIONAL APPOINTMENTS

- Students should ask agents, casting professionals and other representatives to schedule auditions and appointments outside class hours whenever reasonably possible.
- Story Institute supports auditions and professional bookings as an important part of a student's development and career.
- Where an audition or booking cannot reasonably be scheduled outside class, the student should notify Story Institute as soon as possible and provide reasonable documentation where requested.
- A student may be excused for the specific period reasonably required for an approved professional appointment, but remains responsible for attending the balance of the scheduled class or activity.
- Missing full days or entire classes for professional opportunities is not ordinarily approved where the same objective can reasonably be achieved through a partial absence or alternative scheduling.

## 3. ATTENDANCE AND ACADEMIC REQUIREMENTS

Professional work does not automatically excuse attendance or academic requirements. Students remain responsible for maintaining the minimum attendance requirement and completing required academic work. Attendance-related decisions will be administered in accordance with the Attendance, Tardiness and Participation Policy.

## 4. REQUESTING AN EXCUSED ABSENCE

1. Notify the instructor or designated administrator as early as reasonably possible.
2. Identify the professional opportunity and the expected period of absence.
3. Provide reasonable supporting information where requested.
4. Work with the instructor or administrator to identify missed requirements or reasonable make-up arrangements where available.

## 5. FAIRNESS AND CONSISTENCY

Professional opportunities will be considered consistently and in a manner that does not unfairly disadvantage students. Approval of an absence for one opportunity does not guarantee approval of another; the decision may

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depend on the timing, duration, educational impact, attendance record, and requirements of the particular activity.

## **6. WORK AND PROFESSIONAL CONDUCT**

Students representing Story Institute in professional settings are expected to comply with the Student Dismissal and Code of Conduct Policy, Respectful and Fair Treatment to Students Policy, No Unauthorized Recording Policy, and other applicable institutional requirements.

## **7. RELATIONSHIP TO OTHER POLICIES**

This policy is intended to support, not replace, the Attendance, Tardiness and Participation Policy, Work Experience Policy, Academic Requirements Policy, and Student Dismissal and Code of Conduct Policy.