


Policy No:	ADM-POL-COMP-0003
Policy Title:	Student Related Programs and Discounts Policy
Implementation Procedure:	ACA-PROC-COMP-0001 Budget Preparation Procedure
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Comptrollership
"Supersedes" Notification:	
Purpose of Policy:	This policy details the specific provisions allowed for student related expenses. It particularly explains the amount of subsidy allowed for each type of student related discount.
Detailed Policy Statement:	<p>Programs and Activities</p> <ul style="list-style-type: none"> • The Department and Division Heads should ensure that all budgeted students' budgets and activities were approved in the operational plan. • All Department and Division Heads are required to comply with the budget limitation of every activity. <p>Athletics and Sports</p> <ul style="list-style-type: none"> • Athletes who are representing the Colegio in major tournaments are entitled to receive the following <ul style="list-style-type: none"> • Playing Uniform • Playing Shoes (Applicable to athletes participating on the following events: Basketball, Volleyball, Taekwondo, Cheerleading, Table Tennis, Football, Lawn Tennis and Track and Field) <ul style="list-style-type: none"> • Bag • Jacket • Playing Allowance per game • The Colegio allocates 100 slots from the dormitory for athletes. • Only athletes that were enlisted by the Athletics Moderator shall be entitled to avail of the free boarding and lodging from the school dormitory. • The Colegio provides medical and hospitalization financial support to athletes who were injured during the practice or actual game only. • The Colegio provides a maximum of Php 1,250 per day hospitalization room allowance. Other hospitalization expenses such as professional fees, laboratory fees and medicines are covered by the Colegio's athlete's hospitalization subsidy. <p>Discounts</p> <ul style="list-style-type: none"> • Athletes are entitled for 100% tuition fee discount. • The amount of discount for Band members and Cheer dancers' will be based on their academic performance (grades) and the performance appraisal results from their respective coaches. • Discounts for academic scholars will depend on the updated provision stipulated in the student's handbook. • Special grantees are comprised by students who were awarded discounts based on the discretion of the Rector and President. • Students who are enrolled under the Student Assistantship Program are given tuition fee discount based on their academic performance (grades) and the performance appraisal results from their respective superiors.
Applicability:	All Department Heads
Policy Approval Authority:	Comptroller
Related Policies or References	
Definition:	
Approved by	 _____ Asst. Prof. Ariel de las Alas
Date of Approval	

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