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: Comptrollership

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:

**Programs and Activities**
- 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.

**Athletics and Sports**
- Athletes who are representing the Colegio in major tournaments are entitled to receive the following
  - 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)
  - Bag
  - Jacket
  - Playing Allowance per game
- The Colegio allocates 100 slots from the dormitory for athletes.
- Only athletes that were enrolled 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.

**Discounts**
- 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

Date of Approval

Asst. Prof. Jacqueline de las Alas