HOLY CHILD CENTRAL COLLEGES, INC.
Allah Valley Drive, Surallah, South Cotabato
dsas@hccci.edu.ph

DEPARTMENT OF STUDENT AFFAIRS AND SERVICES

SUBJECT: **GRANT IN AID-STUDENT ASSISTANTSHIP PROGRAM**			
DOCUMENT TYPE: **POLICY**	DOCUMENT NUMBER: DATE OF EFFECTIVITY: **July 02, 2024**	SUPERSEDES: DATED:	CC: **Quality Assurance Department (QA)**

OBJECTIVE

This policy aims to support financially needy but academically deserving students at Holy Child Central Colleges, Inc. It helps them pursue their degree by providing financial assistance through student employment.

SCOPE

This policy covers all student assistants assigned to various offices of Holy Child Central Colleges, Inc. They are expected to perform assigned tasks within specified schedules and limits.

REFERENCE

College Student Handbook

DEFINITION

Grant — Refers to financial assistance given to students who are financially needy and deserving, as determined through a thorough screening and interview process by the committee.

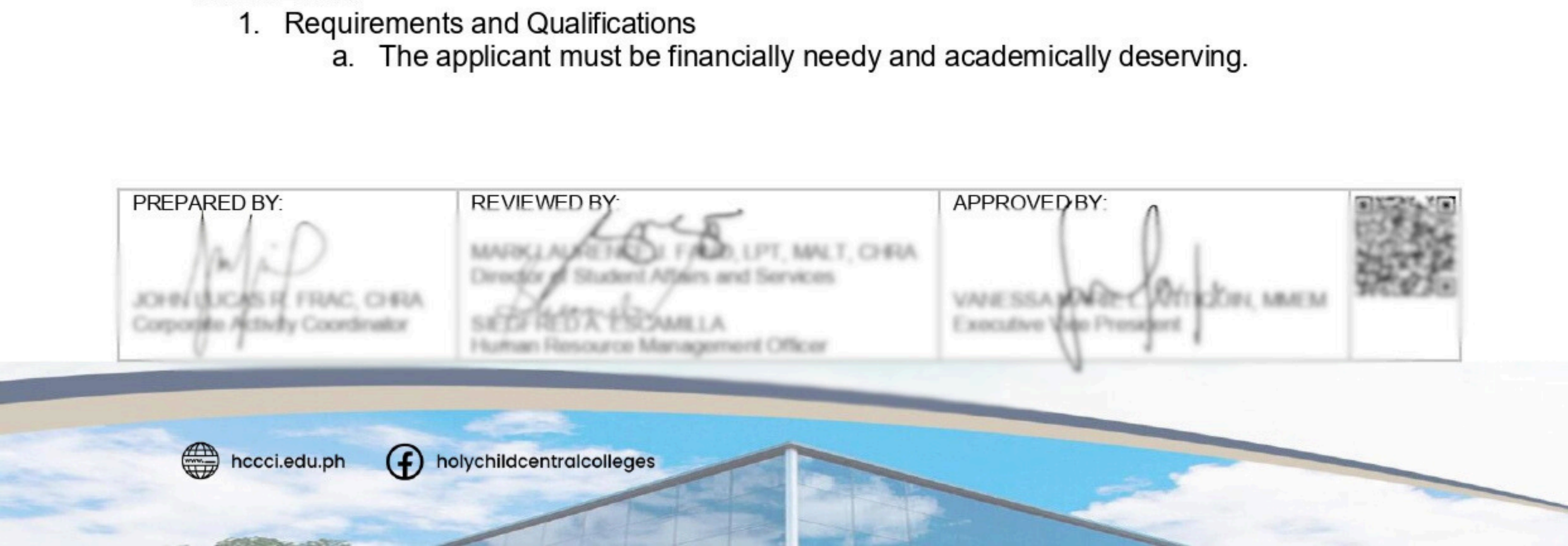
Aid — Refers to the financial support provided under the student assistantship program. It aims to help students continue their studies while recognizing their academic performance, character, competence, and work ethics. The aid is given monthly with applicable deductions.

Student Assistant — A student who applies, undergoes screening and interview, and is approved by the committee and higher authorities. Once confirmed, the student is oriented, deployed to an office, and granted enrollment privileges.

GUIDELINES

1. Requirements and Qualifications
    a. The applicant must be financially needy and academically deserving.

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   b. Must submit an application addressed to the Chairman of the Grant-in-Aid Student Assistantship Program, Holy Child Central Colleges, Inc., Allah Valley Drive, Surallah, South Cotabato.
   c. Must undergo an interview, screening, and one-month training to determine qualification.
2. Application and Selection Process
   a. The interested student must submit an application to the school.
   b. Attend an interview and screening.
   c. Wait for the initial results (posted and sent via text or email).
   d. Undergo training to further assess skills and work readiness.
   e. Final qualified applicants will attend an orientation on work ethics before deployment and enrollment.
3. Enrollment
   a. Qualified students will receive an endorsement letter for enrollment.
   b. May choose any available course, provided they enroll in at least 18 units and up to 24 units, as long as this does not affect their duty schedule.
4. Deployment and Work Schedule
   a. Assigned to an office after official enrollment.\
   b. Must complete 100 hours of office duty per month (about 25 hours per week, 5 hours per day).
   c. The work schedule should be continuous (morning or afternoon shift), arranged by the office head and department head.
5. Compensation
   a. Salary follows the minimum wage rate per day.
   b. Must submit a Daily Time Record (DTR) to the HR Office, signed and verified by the office head.
   c. The DTR should be checked and corrected before final signing.
   d. The sample computation of the working student salary per cut off every 15 days is as follow:

50 hours per 15 Days cut off	100 hrs a one month salary
6.25 days x 430 minimum wage salary	12.5 days x 430 minimum wage salary
2,687.50 per 15 days salary	5, 375 per month salary

6. Payment and Deductions
   a. The working student will pay a tuition fee as reflected in the Statement of Accounts. Example: Tuition (₱5,100) per semester, plus the activity fee (₱3,600 per academic year). Total amount to be paid per semester: ₱6,900 (₱5,100 tuition + ₱1,800 activity fee).
   b. The total amount to be paid (₱6,900) is divided into the number of months per semester (example 4.5 months), resulting in a monthly deduction of ₱1,725 from the student's salary.
   c. The remaining balance of their salary after deduction will be given to the student as an allowance.

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7. Academic and Conduct Requirements
    a. Must maintain a general grade not lower than 85 and have no failing grades.
    b. A student with three failing grades will be automatically removed from the program.
    c. Violation of school policies stated in the Student Handbook may also lead to termination from the program, after due investigation and hearing.

8. Performance Evaluation
    a. The immediate head will evaluate the working student's office performance using an evaluation tool.
    b. The coordinator of the Student Assistantship Program will assess and deliberate both academic and work performance.
    c. Outstanding working students will be recognized during The Holy Child Central Colleges, Inc. DANGAL: Ang Pagkilala at Pagpaparangal, organized by the Office of Student Affairs and Services.

ADMINISTRATION

1. The Coordinator/ in-charge of the Grant-in-Aid Student Assistant Program ensures that the guidelines are properly implemented.
2. The Director of Student Affairs and Services together with the Human Resource Office, monitors and enforces these guidelines.
3. The Executive Vice President ensures efficiency in the implementation of guidelines stated in this policy.

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