

17 January 2018

MEMORANDUM NO. JFA 2018-006

FOR: UP Diliman Students



FROM: Prof. Jerwin F. Agpaoa
Vice Chancellor for Student Affairs

SUBJECT: **Implementing Guidelines of Financial Assistance for Student Contingencies Program**

Effective 2nd Semester 2017-18, UP Diliman will be implementing the Financial Assistance for Student Contingencies Program. Below are the implementing guidelines of the said program for your reference:

I. DEFINITION OF TERMS

1. Officially registered student – is an individual official admitted to and registered in a degree or non-degree program certified officially registered by the University Registrar, excluding one who is officially on leave of absence or absence without leave.
2. Academic-related death – Death resulting from injuries sustained during academic activities officially sanctioned by the University, e.g. field trips, lantern parade, laboratory experiments, group meetings and other related activities.
3. Physical Injuries – Physical harm or damage of any part of the body due to accident.
4. Illness – Sickness or disease, an unhealthy condition of mind or body arising in the course of studies of an officially registered student.
5. Academic year – The period of the year during which students attend classes in the University usually from August to May including Midyear Classes (formerly called Summer from June to July).

II. COVERAGE

- All students of UP Diliman and its extension campuses/programs certified officially registered by the University Registrar for the specified semester, e.g. undergraduate and graduate students, second degree, cross-registrants, Juris Doctor, diploma/certificate students shall be eligible for financial assistance for medical expenses for injuries sustained from on/off campus activities, academic or otherwise.
- Medical expenses incurred during illness shall not be covered.
- Deaths resulting from injuries sustained during academic activities officially sanctioned by the University, e.g. field trips, lantern parade, laboratory experiments, group meetings and other related activities shall be eligible for financial assistance.

III. BENEFITS

- Financial assistance shall be given on a reimbursement basis not exceeding ₱20,000.00 per student per academic year.

- Deaths due to accidents related to academic activities shall be eligible to receive the full amount of ₱20,000.00 as financial assistance
- Total financial assistance due to accident and death shall not exceed ₱20,000.00 per student.

IV. REQUIREMENTS

Each application for financial assistance must be supported by:

1. Medical certificate and/or Clinical Abstract
2. Official Receipts with itemized breakdown of medical expenses such as, but not limited to, laboratory exams, surgery, medical procedures and medicines required by the attending physicians. Professional fees are not included.
3. Police report, if applicable.
4. Validated Form 5; Registration Form with OR number for UPIS students
5. Death certificate and certification from the Office of Field Activities, academic adviser or Head of Academic Unit concerned that death is due to accident related to academic activities.

V. EXCLUSION

Self-inflicted injuries or those resulting from or related to conflicts between students or student organizations, natural disasters, willful participation in any crime, attempted suicide, childbirth, miscarriage, or any pregnancy-related complications, accident or loss while under the influence of alcohol or unprescribed or prohibited drugs, professional sports, flying, except as a fare-paying passenger in any scheduled/non-scheduled commercial aircraft, racing and other high-risk sports activities, and other injuries sustained by reason of or for causes attributable to the student's gross negligence or willful action.

VI. PROCEDURE

1. Application forms for financial assistance shall be filed with the Office of Scholarships and Student Services, within thirty (30) days from the date of the accident/injury/death.
2. All applications for financial assistance shall be evaluated and confirmed by the Diliman Committee for Scholarships and Financial Assistance based on the circumstances of the accident/death and the documents submitted by the applicant.
3. Processing of financial assistance/benefits will be coordinated and facilitated by the Office of Scholarships and Student Services.
4. In case of death, the declared beneficiary in the student profile certified by the Office of the University Registrar may claim the financial assistance.

cc: Chancellor Michael L. Tan
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 University Student Council