



Student Assistant Agreement Letter

UNIVERSIDAD DE DAGUPAN

Arellano St., Dagupan City, Pangasinan

[The Student Assistantship Program is a program that provides opportunities to undergraduate students who are financially incapacitated with the desire and dedication to finish their studies.

Conditions and Terms

Qualified students receive a **50% tuition discount for the first year of service, increasing to 100% after two consecutive semesters of service. Student Assistants must complete 20 hours of service per week** and meet the following requirements:

1. Be a student at Universidad de Dagupan with no school violations.
2. Submit a completed application and undergo an interview with SAO.
3. Serve a minimum of 360 work hours and receive a supervisor passing evaluation each semester.
4. Maintain passing grades. In the level III and IV-year students, they are reassessed for their ability to balance academic and assistant duties.
5. Parent's gross income must not exceed ₱150,000 annually.
6. No other scholarships from Udd or external donors.
7. **Confidentiality:** Office information must remain private.
8. **Professional Conduct:** Punctuality, respect, and adherence to office policies are required.

Student Assistant Rights

1. **Safe Work Environment:** Assistants have the right to a work environment free from bullying, harassment, or discrimination. Any incidents should be reported to the SAO immediately.
2. **Confidentiality:** Personal and work-related information will be treated with respect and confidentiality by office staff.
3. **Fair Evaluation:** Student assistants are entitled to unbiased evaluations based on their performance.
4. **Assistance:** Assistants can request help or schedule adjustments if the workload becomes overwhelming or conflicts arise with academic responsibilities.
5. **Grievances:** Any grievances regarding mistreatment or unfair conditions should be reported to the SAO for investigation and resolution.

Acceptance Statement:	Parent's Consent
I, _____, accept the position of Student Assistant at Universidad de Dagupan. I understand that my responsibilities, and I am committed to fulfilling these duties to the best of my ability. I acknowledge the confidentiality rule and will respect the privacy of information handled within my assigned office. Should I fail to meet my duties, or violate office rules, I understand that I may be removed from this position immediately. I value this opportunity to contribute to the university community.	I, _____, give my full consent for my child to serve as a Student Assistant at Universidad de Dagupan. I understand the responsibilities and conditions involved in this role, and I fully support my child's participation in the program.
SIGNATURE OVER PRINTED NAME	SIGNATURE OVER PRINTED NAME

Prepared by:	Noted by:	Approved by:
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