



Introduction

Creating an inclusive environment and culture will entail changes in certain infrastructures, behaviors, and thinking. To build these changes necessitate time and financial investments. True to its mission and vision of building an inclusive Benildean Community, De La Salle-College of Saint Benilde (Benilde), through the Office of the Vice Chancellor for Academics (OVCA), the Center for Inclusive Education (CIE), and School of Deaf Education and Applied Studies (SDEAS), set up a depository of funds for the inclusion-efforts of the College.

Scope

The Inclusion Depository Fund (IDF) is primarily intended for the use of Benilde Deaf Students and students with specific learning needs under CIE and SDEAS. These are the students who are either Deaf or who disclosed their diagnosed learning needs (i.e. Autism, ADHD, and the like) and agreed to be part of the case management services of CIE. The depository fund is also open to different sectors of the Benildean Community for their inclusion-related and inclusion-building needs and activities.

Rationale

Just like the implementation of the Deaf Inclusion Support Services Depository Fund of the School of Hospitality and Institutional Management (SHRIM) which started last 2018, the creation of the Inclusion Depository Fund was deemed necessary to ensure the quality of accessibility and equitable services Benilde provides to its students as well as to bridge the gap between the different sectors of the Benildean Community.

Inclusion Depository Fund

The IDF serves as the main depository for the funds that will be used for inclusion-related efforts of Benilde. Specifically, the IDF may be used for the following services:

No.	Services	Qualifications	Budget per Unit	Budget per Year
1	Diagnostic Service - this is the assessment of students who are flagged by CIE and Benilde Well-Being Center (BWC) to determine whether they have specific learning needs. This service is given by experts referred by CIE.	Students may avail of this service if: 1. The student is at-risk (i.e. has the possibility of having a learning condition) based on the initial assessment of CIE and BWC; 2. The student is	Not more than 20,000 PhP per student	Not more than 100,000 PhP or 5 students per year



		referred by both CIE and BWC; - The monthly income of the student's family is not more than 50,000 PhP per month; and - The request is approved by the Vice Chancellor for Academics (VCA).		
2	Transcription - this is the conversion of audio or video recordings of lectures to written notes for the consumption of students with specific learning needs. This service is provided by individuals referred by CIE. NOTE: Only Deaf and Hard of Hearing students may avail of this service.	Students may avail of this service if: - The student is Deaf or Hard of Hearing and is enrolled in SDEAS or the student is Deaf or Hard of Hearing and is under the case management of CIE; - The student is referred by CIE or SDEAS; and The request is approved by the VCA.	Not more than 1,000 PhP per hour	Not more than 700,000 PhP or 700 hours per year
3	Note Taking - this is the assistance given to students with specific learning needs with regards to writing points discussed during their class. This service is provided by individuals referred by CIE.	Students may avail of this service if: - The student is under the case management of CIE or the student is enrolled in SDEAS; - The student is referred by CIE or SDEAS; and - The request is approved by the VCA.	Not more than 1,000 PhP per hour	Not more than 700,000 PhP or 700 hours per year
4	FSL Interpreting (Project Based)	Benildeans may avail of this	Not more	Not more than



	- this is voice to FSL and FSI to voice translation. This service is provided by professional FSL Interpreters hired on a per project basis under SDEAS.	service if: 1. The interpreting services request is approved by SDEAS and 2. The request is approved by the VCA.	than PhP 1,000,000 per year	PhP 1,000,000 or around 1,800 interpreting hours per year
5	FSL Interpreting (In-House) - this is the real-time translation of voiced-out words to Filipino Sign Language (FSL) during events or gatherings. This service is provided by professional FSL Interpreters hired as full-time employees under SDEAS.	Benildeans may avail of this service if: 1. The interpreting services request is approved by SDEAS and 2. The request is approved by the VCA.		
6	FSL Class Scholarship for Students - this is the grant given to qualified students to undergo FSL Courses (from FSL1 to 3). This program is given to Benildean Students based on the approval of SDEAS and VCA. Notes: 1. Upon finishing the program, students will render a total of 30 working hours and 2. Students who will not finish the program will pay the full price allotted to the slot.	Benildeans may avail of this service if: 1. The scholarship request of the student is approved by SDEAS and 2. The scholarship request of the student is approved by the VCA	Not more than 10,500 PhP per student	Not more than 52,500 PhP or 5 students
7	Trainings related to inclusion	This may be for the members of the community to build an inclusive culture		
8	And Others - these are specialized requests endorsed by CIE and or SDEAS approved by the VCA such as, but not limited to	Benildeans may avail of this service if:		



	accessibility audits, inclusion-related infrastructure development, and subscriptions.	1. The specialized request is endorsed by CIE and or SDEAS and 2. The request is approved by the VCA.		
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Other guidelines for the implementation of the IDF are as follows:

1. The IDF will be sourced from Benildean Students upon enrollment. A total of **P150.00** will be added to their Miscellaneous Fees starting **1st Term Academic Year 2023-2024**.
2. The IDF will be directly under the Office of the Vice Chancellor for Academics.
3. The unused amount of the IDF will be carried over to the next academic year.

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