



**REGULATION OF SCHOLARSHIPS AND
FELLOWS
FOR THE CHILDREN OF
ADMINISTRATIVE AND TEACHING STAFF**

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COLEGIO AMERICANO DE SAN CARLOS

REGULATION FOR SCHOLARSHIPS AND SCHOLARS OF THE CHILDREN OF THE ADMINISTRATIVE AND TEACHING STAFF

INTRODUCTION

The contents of this document constitutes the general framework for the **Law System for Scholarship of the Colegio Americano of San Carlos ("CASC" or "the College") for children of administrative and teaching staff at all educational levels.**

The College aware of the responsibility that has to cooperate from academic context to develop and support its personnel, makes an effort to provide employees scholarships, subsidiy for those staff children with the willingness and skills needed to successfully pursue their studies skills. Being it a non laboral compensatory help though it is a cumulative way to confer a benefit for their staff.

Here the powers and obligations are established, standards and policies that represent a general recommendation and defined maximum or minimum of some parameters for granting, management, reallocation, and cancellation of scholarships.

TITLE I SCHOLARSHIPS

CHAPTER I DEFINITION

Article 1st. A grant or scholarship is defined as the partial exemption in payment for school tuition fee of a student without any further commitment from the student.

CHAPTER II PURPOSES

Article 2nd. The scholarships are exclusively for children of administrative and faculty (staff) and will be approved by a Corporate Scholarship Committee, which will meet for this purpose, at least two weeks before the start of the class period, to determine the number of applicants who will receive the benefit, **depending on the financial situation of the College.**

Article 3rd. The CASC as a principle requires that children of the staff are example of high academic or athletic performance, with excellent conduct and broad provision of community service, which underpin the claim to be the most prestigious institution in the community in order to:

- I. Contribute to the creation of a student institutional culture that is based on values such as solidarity, responsibility and academic excellence.
- II. Promote higher levels of demand, both as beneficiaries of the program in areas of academic and athletic excellence and the improvement of the quality of student life.
- III. Search and promote within the local community greater levels of equality and justice.
- IV. Favour the staff within the limits of its financial capabilities and facilitate their stay in the institution.
- V. Make the scholars exemplify high academic performance and behavior in the community.
- VI. Sensitize the beneficiaries about their rights and duties in particular its obligation to maximize the benefits of the program and the need to make rational use of institutional resources.
- VII. Promote participation in the different fields of institutional life.
- VIII. Contribute to the formation of the student.

CHAPTER III CRITERIA FOR ALLOCATION

Article 4th. The scholarships offered by the Institution apply to Preschool, Elementary, Middle and High School.

- I. The applicant shall submit an application to the Coordination of Human Factor, by **notice in writing** addressed to the Corporate Scholarship Committee (GROUP K-12 NORTHWEST, SC)., attaching a **copy of his personal identity card, copy of his diploma** (título) of his last academic degree and the birth certificate of his child. Las becas que ofrece la Institución aplican para Preescolar, Primaria, Secundaria y Bachillerato.

Article 5th. The request will be done by a member of the Committee working in the College in which the applicant works and will have as a minimum eligibility requirement:

- I. In the case of being an ADMINISTRATIVE **HAVE WORKED AT LEAST ONE YEAR** before the date of commencement of the program in which the child applies.
- II. In the case of TEACHERS **HAVE WORKED AT SCHOOL AT LEAST TWO YEARS** and have obtained satisfactory evaluations.

Article 6th. The application must be supported by facts relating to the proper execution of the office of the applicant, validated by the General Director of Campus, the Teacher Coordination and Human Factor coordination.

Article 7th. The resolution will be communicated in writing to the applicant.

Article 8th. If the application is approved, the beneficiary must provide minimum all documents required for enrollment for the student record.

- I. **The omission of this requirement may result in revocation of the benefit.** The Committee may from time to time verify compliance with this requirement.

Article 9th. The scholarships are not an acquired right of labor nature, this is , inherent to the employment relationship, but a benefit related to the proper execution of the work, so that the Committee may deny the request if they do not have observed the needed qualities in the applicant.

Article 10th. The Committee will hear the views of the proponent and the other members before reaching a decision. This scholarship is in effect while the Administrative and/or teacher is providing services in College.

Article 11th. **The scholarships only apply to payments made to the institution in respect of tuition** and not apply for registration or re-registration payments or didactic materials, tablets, other materials, books, uniforms, refreshments, etc...

Article 12th. Scholarships will be valid only for the school year to be granted, may be renewed if the conditions are fulfilled.

Article 13th. Even being children of the staff of the school they are awarded to students with high academic and/or athletic performance with exemplary behavior and that according to the judgment of the Scholarship Committee contribute to the academic and ethical enrichment of the institution and their peers, and whose family proves to be happening a difficult economic situation that makes it **impossible** to cover the full cost of the studies biases of their son/daughter in the institution.

Article 14th. The conditions that the personnel must cover to apply for an academic scholarship for their

sons for the first time are:

- I. Demonstrate its socioeconomic status with documents as requested to justify the management of the grant.
- II. Meet the requirements set forth herein.
- III. Complete and submit the request in a timely manner.
- IV. Make the application and grant procedures in the periods established by the school calendar.

Article 15th. The conditions that the personnel must be covered to apply for renewal of scholarship are:

- I. Make the application and renewal procedures for scholarship during periods established by the school calendar.
- II. That the child be a regular student.
- III. Keep a minimum GPA of (nine) 9 on a scale of ten (10)
- IV. **Have demonstrated excellent behavior.**
- V. Stay in the same educational level.
- VI. Complete and submit the necessary forms properly.
- VII. Have no debt with the institution.
- VIII. Have not any academic or administrative sanction.
- IX. Have fulfilled with opportunity the payments that correspond.

Article 16th. The specific criteria for assigning the scholarships are:

- I. Socioeconomic. It refers to income and number of persons making up the family, in its valuation will most benefit those whose situation is less favorable.
- II. Academic performance. It refers to the average grades obtained by the student in the immediately preceding school year according to the Academic History, and favors students who have the highest average.
- III. Work in Progress in the School. It refers to the degree of progress in the academic program of studies the student, seeks to benefit more those who have missing more periods to study.
- IV. The Budget and the economic capacity of the institution.

Article 17th. The institution may entrust the implementation of a socio-economic study, conducted by competent outside professional. The study, necessarily contain a recommendation to the Scholarship Committee, considering the information provided by parents or tutor and the observed during the visit (s) at home.

Article 18. The percentages of scholarships are:

No. of Children	% Maximum	Level of Studies
1 st Child	50%	Any level
2 nd Child	25%	Any level
3 rd Child	20%	Any level
4 th or more	15%	Any level

Article 19th. The Institution will exceptionally assign, where appropriate, 50% higher grants per family.

Article 20th. The allocation of grants for the first time or renewal **is only faculty** of the Corporate Scholarship Committee.

Article 21st. The scholarships are not permanent, as they will be reviewed on a regular basis all periods or when necessary to define its renewal.

Article 22nd. Scholarships depend on the results of socioeconomic study practiced to the family and academic performance and behavior of students benefited.

Article 23rd. The granting of certain benefits does not require renewal in the same terms.

Article 24th. The Scholarship Committee's decision is final.

TITLE II FELLOWS

CHAPTER I RIGHTS OF FELLOWS

Article 25th. Staff who apply for a scholarship is entitled to:

- I. Receive the written answer of their request.
- II. Apply for renewal, provided they continue to meet the requirements.
- III. Request an improvement in their scholarship plan, if their academic merit and economic conditions warrant, as long as not in the maximum percentage that grants the institution.

CHAPTER II DUTIES OF FELLOWS

Article 26th. The student who obtains a scholarship must:

- I. Approve all subjects.
- II. Get a minimum average of nine (9) in the scale of ten (10).
- III. **Maintain excellent conduct.**

Article 27th. The Administrative or Teacher Staff that obtains a Scholarship must:

- I. Pay the amount of all those materials or procedures not covered by the grant in a timely manner.
- II. If necessary, and according to his scholarship plan to keep abreast of progress payments of tuition rightful cover.
- III. Meet the commitments the institution may require.
- IV. Assure that his child comply with the Partnership Principle that all students benefited with some kind of internal grant, must provide to the institution a collaborative quality service, with the understanding that this contributes to the process of formation of the student.
- V. *Maintain absolute discretion over his allocation.*

TITLE III TERM AND CANCELLATION OF SCHOLARSHIPS

CHAPTER I NATURAL TERM OF SCHOLARSHIPS

Article 27th. At the end of the school year for which it was granted.

- I. When the fellow does not make the renewal process in time.
- II. When the fellow changes from one level to another.
- III. When the fellow withdraws school temporarily or permanently.

CHAPTER II CANCELLATION OF SCHOLARSHIP

Article 28th. The scholarship cancellation occurs:

- I. When the fellow incur any academic or administrative failure or lack of this Regulation and/or the regulations of the institution.
- II. When staff who has been granted this distinction is no longer employed at the college.
- III. The grantee leaves the institution without notice.
- IV. **The fellow does not have the minimum average needed at the end of the school year.**
- V. **The grantee fails any subject and lost its status as a regular student.**
- VI. **For having economic debt.**
- VII. **For being involved in improper or fraudulent conduct.**
- VIII. When the student and his parents or tutor, breach any of the requirements of this Regulation.

TITLE IV STAFF INVOLVED IN THE PROCESS OF GRANTING SCHOLARSHIPS

CHAPTER I DEFINITION

Article 25th. The Scholarship Committee is responsible for exercising the function of allocating grants and monitoring according to Philosophy, Values, Ideology and Model of the Institution and in accordance with the objectives set by the scholarship program.

CHAPTER II ATTRIBUTIONS

Article 26th. The Scholarship Committee:

- I. Allocates grants for the first time or renewal.
- II. Tracks scholarships granted, when deemed appropriate and issues a judgment about it.
- III. Temporarily or permanently removes grants when beneficiaries have been submitted to the Commission of Honor and Justice (CHJ).
- IV. In the event that any penalty imposed CHJ to the grantee, the scholarship will be removed permanently.
- V. Communicate timely resolutions concerned, according to the timetable established.
- VI. Bring an updated registry of beneficiaries, as well as all approved and denied requests to be submitted for information.
- VII. Issues **Non appealable** judgements.

TRANSITIONAL ARTICLES

FIRST.- All previous provisions on the same subject had ruled school and others who oppose this law are repealed.

SECOND.- Any situation not covered by this Regulation, and while adding to the same, the corresponding reform or suspension shall be resolved by the Council.

THIRD.- The Scholarship Committee reserves the right to make exceptions because qualified cause to this Regulation, after discussion and approval thereof.

FOURTH.- The Scholarship Committee reserves the right to delete, amend and add all or part of this Regulation.

FIFTH.- This Regulation shall enter into force as in September 1st. 2016.