



GENERAL REGULATIONS

COLEGIO AMERICANO DE SAN CARLOS



GENERAL REGULATIONS

INTRODUCTION

The contents of this document constitutes the general framework of the Academic and Administrative Law of the Colegio Americano of San Carlos for the implementation of all regulations and policies at all levels.

This Regulation aims primarily to guide parents, teachers and students about their actions to achieve the learning objectives and the institutional ones.

GENERAL CLAUSES.

1st Clause.

The General Regulations of the Colegio Americano of San Carlos S.C. consists of various documents (Rules and Policies) which establish the rules to ensure a framework of healthy and respectful coexistence within the institution.

2nd Clause.

These regulations integrate the rights and obligations of students, teachers, staff and tutors of the Colegio Americano of San Carlos, within the basic principles of the institutional philosophy.

3rd Clause.

Any action or fact not contemplated within the various regulations which make up this General Regulation will be discussed and decided by the Commission of Honor and Justice and/or the Academic Council of the Education Group to which the College belongs.

4th Clause.

Any modification or creation of a new regulation which originates the creation of an activity or employment not covered previously within the school and outside it, that shifts institutional life, will be sent to the Academic Council for approval.

5th Clause.

If approved, it shall be published in the institutional means for immediate enforcement.

The following regulations are an integral part of the General Regulations as follows:

- Regulations for Students of Basic Level.
- Regulation for Students High School Level.
- Fees Regulation.
- Scholarship Regulation.
- Conventions Regulation.
- Parking Regulations.
- Extracurricular Activities Regulation.(After School)
- Information Center Regulation.



PRIVACY NOTICE AND REPORT OR CONSULTATION ON CREDIT BUREAU.

The Colegio Americano de San Carlos, SC, is a civil company incorporated under Mexican law as public deed No. 6298 dated June 16, 1994, granted before Notary Public No. 10 of Guaymas, . Sonora, Mr. Arnulfo Salas Castro, and be registered in the Public Registry of Property of Guaymas, Sonora under number 260; Section V; Volume 1 of June 22, 1994 and currently domiciled in Boulevard Luis Encinas S / N, Fraccionamiento Miramar, Nuevo Guaymas, Guaymas, Sonora, with Federal Tax CAS940621DD1, is responsible for collecting personal data, the use and protection it will be of the same.

We must point out that the personal information you have provided, will be used safely and responsibly, mainly for:

1. That which is related to Grants, Promotion and Market Research related to the educational service of the College.
2. That related to advertising, promotion, use of image ads for the provision of services provided by the Colegio Americano de San Carlos, S.C to evaluate them and to promote fundraising for the granting of scholarships, inside or outside the country, organized by other companies or **subsidiaries foundations, solidarity or subsidiaries** of business groups called **Fomento y Desarrollo, Linces SA de C.V.** and **Grupo K12 del Noroeste S.C.** to which the American College of San Carlos, SC belongs.

For the above purposes we require from you and/or your children, the following personal data:

Full Name:

Address:

Office and Home Phones and Cellular:

E-mail:

Occupation:

Nationality:

RFC:

Photographs or videos taken of school activities on or off campus.

If you do not explicitly expressed in writing their opposition to their personal data being used and transferred under the terms of this notice, be deemed to have consented to it.

Do you have at all times the right to access, rectify their personal data, and to object to their treatment or revoke consent for the use of one, several or all of the goals that we have given, except for the work fundamental school and the credit bureau, which are related to the provision of a particular educational services with respect to what is stated in the Education Act, the 450 Agreement and other laws from; and using for this purpose, the procedures that we have implemented and specified below:

- a) By letter to Dra. Gabriela Bautista Guedes and / or Cp. Enrique Hernandez Godinez in expressing their willingness to rectify and / or cancel their personal data and to object to their treatment or revoke consent for this purpose has given us through this agreement. Letter with acknowledgment to be received for signature and stamp of school.
- b) By e-mail; which confirms receipt, sent to the attention of Dr. Gabriela Bautista Guedes at the following address mgbautista@colegioamericano-sonora.com and / or ehernandez@colegioamericano-sonora.com in which you also express your will and reason to oppose their treatment or revoke consent for this purpose has given us through this agreement.
- c) By telephone call to the numbers published in our electronic means attention of the Director General in which we express its will to oppose their treatment or revoke consent for this purpose has given us through this agreement, pledging to send in writing that determination, with no more than two business days later, reported to be received in return for his seal and signature.

The College will notify you within a maximum period of twenty days from the date on which the request for access, rectification, cancellation or opposition, the determination made, in order to be received, if appropriate, with becomes effective the same within a fortnight at the date the response is communicated. When dealing with requests for access to personal data, shall delivery with proof of identity of the applicant or legal representative, as applicable.

The aforementioned deadlines may be extended once for an equal period as long as warranted by the circumstances.

3. To expressly authorize the colegio Americano de San Carlos SC, so that through their authorized officials conduct investigations on my credit behavior or my company that I represent in case this the one to be accredited.

Also, I declare that I know the nature and extent of the information requested, the use The colegio Americano de San Carlos SC, will make of such information and that it will conduct regular consultations on my record, agreeing that this authorization is in effect for a period of three years from the date of issue and in any case for as long as the legal relationship is maintained. At the same time I agree and agree that this document is placed under the ownership of the Colegio Americano de San Carlos S.C. and /or be consulted by a Credit Information Society for the purpose of monitoring and enforcement of Article 28 of the Law Regulating the Credit Information Companies; same which indicates that the companies can only provide information to a user, when it has the express authorization from Customer via his signature.

We have read and understood these General Regulations of the Colegio Americano de San Carlos and its privacy policy and payments and all other attachments, which together make up the compulsory regulatory framework to observe and comply to achieve the educational project we have chosen.

Date:

Name and signature of the student should be an adult

Name and signature of the mother, father or accredited tutor

For use of the company making the inquiry (Colegio Americano de San Carlos, S.C.)

BC Consultation date : _____

BC Consultation folio : _____