



REGULATIONS OF SCHOLARSHIPS AND FELLOWS

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COLEGIO AMERICANO DE SAN CARLOS

REGULATIONS FOR SCHOLARSHIPS AND FELLOWS

INTRODUCTION

The contents of this document constitutes the general framework for the Academic and Administrative **Scholarship Law System of the Colegio Americano of San Carlos in all levels of education.**

Conscious of the responsibility to cooperate on the academic development of the communities where it operates the College strives to provide through scholarship support to students who have the willingness and skills needed to successfully pursue their studies, but they do not have sufficient financial resources to fully cover the payment of tuition.

Here the rules and obligations 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 SCHOLARSHIP

CHAPTER I DEFINITION

Article 1st. A scholarship is defined as the exemption in payment for tuition of the College student without any further commitment from the student.

CHAPTER II PURPOSES

Article 2nd. It is the instrument by which the institution aims to encourage students from Pre-school, Elementary, Middle and High School with high academic performance, high sports performance, with excellent discipline and economic constraints. This program is part of the set of actions executed by the College 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 improving the quality of student life.
- III. Seek promotion of higher levels of equality and justice within the community.
- IV. Promote and ensure access to education for students that because their socioeconomic status so require, and facilitate their stay in the institution.
- V. Sensitize the beneficiary about his rights and duties in particular its obligation to maximize the benefits of the program and the need to make rational use of institutional resources.
- VI. Promote participation in the different fields of institutional life.
- VII. Contribute to the formation of the student who has the scholarship.

CHAPTER III CRITERIA FOR ALLOCATION

Article 3rd. The scholarships offered by the institution apply for Preschool, Elementary, Middle and High School.

Article 4th. The scholarships only apply to payments made to the institution in respect of tuition and not apply for registration or re-registration payments.

Article 5th. Scholarships will be valid only for the school year to be granted, may be renewed if the conditions are fulfilled.

Article 6th. They are awarded to students with outstanding academic or athletic performance with exemplary behavior according to the judgment of the Scholarship Committee and contribute to the enrichment of the institution and their peers, and that family who proves to be going through a difficult economic situation that makes it **impossible** to cover the cost whole or in part on account for tuition for studies of their daughter/son in the institution.

Article 7th. The conditions that must cover the student to apply for a scholarship for the first time are:

- I. Have at least one year in the institution.
- II. Be a regular student.
- III. Have a minimum average of nine (9)
- IV. Have no debts in the institution.
- V. Do not have academic or administrative sanctions.**
- VI. Demonstrate its socioeconomic status with the documents as requested to justify the management of the grant.
- VII. Comply with the Regulations of the institution.
- VIII. Fill the request, in a timely manner.
- IX. Make the application and grant procedures during the periods set by the school calendar.

Article 8th. The conditions that cover the student to apply for renewal of scholarship are:

- I. Make the application and renewal procedures for scholarship during periods established by the school calendar.
- II. Be a regular student.
- III. Maintain a minimum average of eight point five (9).
- IV. Have an excellent conduct**
- V. Be in the same level of education.
- VI. Fill the necessary forms properly.
- VII. Have no debt with the institution.
- VIII. Do not have any academic or administrative sanction.

Article 9th. The allocation of grants will benefit the largest number of applicants.

Article 10th. 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 his Academic History and favors students who have the highest average.
- III. Work in Progress School. It refers to the degree of progress in the academic program of studies of the student, seeks to benefit more those that have more missing periods for study.
- IV. In the case of sports scholarships are limited, it will be the high performance level of the students
- V. The budget and the economic capacity of the institution.

Article 11th. The allocation of grants will be for applicants who have the greater number of points.

Article 12th. The organization will commission a socio-economic study, conducted by a qualified outside professional and duly authorized. Necessarily contain a recommendation to the Scholarship Committee, considering the information provided by parents or tutors and the observation during the visit(s) at home.

TABLE OF SOCIO-ECONOMIC SITUATION CRITERIA

TOTAL POINTS ALLOCATION CRITERIA	SCORE	TOTAL INCOME MINIMUM WAGES OF ALL CONTRIBUTING FAMILY MEMBERS
50	50	De 1 a 2 minimum wages
	40	De 3 a 4 minimum wages
	30	De 5 a 6 minimum wages
	25	De 7 a 8 minimum wages
	20	De 9 a 10 minimum wages
	15	De 11 a 12 minimum wages
	10	De 13 a 14 minimum wages
	5	De 15 a 16 minimum wages

TABLE OF ACADEMIC PERFORMANCE CRITERIA

TOTAL POINTS ALLOCATION CRITERIA	SCORE	ACADEMIC PERFORMANCE AVERAGE THE YEAR BEFORE
40	40	Between 9.5 y10
	30	Between 9 y 9.5
	10	Between 8.5 y 8.9
	0	Between 8.4 and less than

TABLE OF SIGNIFICANT PROGRESS BY GRADE

TOTAL POINTS ALLOCATION CRITERIA	SCORE	GRADE TO STUDY
10	10	1st. y 2nd
	7	3rd, y 4th
	10	5th, y 6th

TABLE OF EQUIVALENT POINTS TO AWARD SCHOLARSHIPS

TOTAL SCORE	SCHOLARSHIP PERCENTAGE
100	50%
From 90 to 99	45%
From 85 to 89	35%
From 80 to 84	20%
From 75 to 79	10%
From 70 to 74	5%

Article 13th. On equal points the tiebreaker will be:

- I. The overall average.

Article 14th. The institution will assign exceptionally, where appropriate, a grant of 50%.

Article 15th. The allocation of grants for the first time or renewal **is only faculty** of the Scholarship Committee.

Article 16th. The scholarships are not permanent, as will be renewed on a regular basis all periods, or when necessary, either at the request of the family or at the request of the Scholarship Committee, provided that significant changes in the socioeconomic status of the submitted family, these changes are positive or negative.

Article 17th. Scholarships depend on the results of socioeconomic study practiced to the family and academic performance and behavior of students benefited.

Article 18th. The granting of certain benefits does not require renew it in the same terms.

Article 19th. The Scholarship Committee's decision is **final**.

Article 20th. The institution shall assign each school year, including renewals grants at least the equivalent of 2% of the amount of tuition effectively charged.

TITLE II FELLOWS

CHAPTER I FELLOWS RIGHTS

Article 21st. Students applying for a scholarship are entitled to:

- I. Receive the report about their written request.
- II. Apply for renewal, provided he continues to meet the requirements.
- III. Request an improvement in his scholarship plan, if his academic merit and economic conditions warrant it.

CHAPTER II FELLOWS DUTIES

Article 22nd. The student who obtains a scholarship must:

- I. Obtain the credits of all subjects.
- II. Get a minimum average of nine (9).
- III. Get a minimum average of eight (8) for athletic scholarships.
- IV. **Maintain an excellent conduct.**
- V. Pay the amount of those items not covered by the grant in a timely manner.
- VI. If necessary, and according to his scholarship plan to keep abreast of progress payments of tuition he has to cover.
- VII. Meet the commitments the institution may require.
- VIII. Comply with the principle of collaboration since all the beneficiaries of some kind of scholarship students must provide a service to the institution as a partnership, with the understanding that contributes to the process of formation of the student.
- IX. *Maintain absolute discretion over his allocation.*

TITLE III TERM AND CANCELLATION OF SCHOLARSHIP

**CHAPTER I
NATURAL TERM OF A SCHOLARSHIP**

Article 23rd. The term of the scholarship occurs:

- I. At the end of the school year for which it was granted.
- II. When the fellow request it.
- III. When the fellow do not make the renewal process at the time that marks the School Calendar.
- IV. When the fellow changes from one level to another.
- V. When the fellow asks for a temporary or definitive withdrawal.

**CHAPTER II
CANCELLATION OF THE SCHOLARSHIP**

Article 24th. Cancellation of scholarship occurs:

- I. When the fellow incur any academic or administrative failure or lack of compliance of this Regulation and/or its regulation level.
- II. The grantee leaves the institution without notice.
- III. The fellow does not have the minimum average applied at the end of the school year.
- IV. The grantee fails any subject and lost its status as a **regular student**.
- V. Has financial debt.
- VI. By being involved in improper or fraudulent conduct.
- VII. When the parent or tutor or the student himself has provided false information or concealed information that has affected the granting of the scholarship.
- VIII. When students and their parents or tutors, breach any of the requirements of this Regulation.

**TITLE IV
STAFF INVOLVED IN THE PROCESS OF SCHOLARSHIP GRANT**

**CHAPTER I
DEFINITION**

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

**CHAPTER II
ATTRIBUTIONS**

Article 26th. The Scholarship Committee:

- I. Proposes all aspects related to the granting, monitoring and control of grants.
- II. Allocates grants for the first time or renewal.
- III. Tracks the scholarships awarded, when deemed appropriate and issues a judgment about it.
- IV. Proposes the suspension of a scholarship already granted to the Commission of Honor and Justice prior studies demonstrating its lack of merit.
- V. In all cases, the Scholarship Committee will have a hearing of the parent or tutor or student and reliably checked the cause or breach invoked, the student will immediately lose the right to enjoy the benefits provided under this Regulation.

- VI. Communicate timely decisions to those interested in them, according to the timetable established.
- VII. Bring an updated registry of beneficiaries, as well as all approved and denied requests to be submitted for information.
- VIII. A judgment issued is **final**.

TRANSITIONAL ARTICLES

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

SECOND Any situation not covered by this Regulation, and as is done at the same addition, corresponding reform or suspension shall be resolved by the Academic Council, the Scholarship Committee and/or the Commission of Honor and Justice.

THIRD The Scholarship Committee reserves the right to make exceptions because qualified cause contrary 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 on September 1st, 2015