



## **REGULATION OF BONUSES AND DISCOUNTS**

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# COLEGIO AMERICANO DE SAN CARLOS

## REGULATION OF AGREEMENTS, BONUSSES AND DISCOUNTS

### INTRODUCTION

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

The College is aware of its responsibility to cooperate on the academic development of the communities where it operates; it strives to provide through agreements, bonuses and discounts, support for students who are willing and have the abilities to successfully pursue their studies skills, but do not have sufficient financial resources to fully cover the payment of tuition.

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

### TITLE I ABOUT DEFINITIONS

#### CHAPTER I DEFINITIONS

**Article 1<sup>st</sup>. The Agreement** is a convention between the institution and corporate (public, private or social organizations) whereby both parties agree to a number of conditions. This agreement allows the application of pre bonuses per year and are subject to adjustment according to the financial capacity of the College. It is also mandatory and necessary for the beneficiaries of these agreements, to comply in a timely manner with the internal procedures of the colegio Americano of San Carlos for its continuity, otherwise this benefit does not apply

**Article 2<sup>nd</sup>. Bonus** is the reduction of a percentage of the set payment per student, according to the agreements that the College has previously signed with a a corporate. Bonus that will only apply to the payment of the *second payment* and on, no matter the level at which the student is either registered Preschool, Elementary, Middle and/or High School.

**Article 3<sup>rd</sup>. The Discount** is a direct single direct payment reduction tom the *Single Payment or First installment*, according to the payment plan the parent or tutor of the student decides to choose for the settlement of the Annual Educational Service and only occurs during certain periods according to the financial capacity of the College.

**Article 4<sup>th</sup>. ADVANCE TOTAL PAYMENT FOR REENROLLMENT "PRAT"**, is the Only Payment, **of the total** Annual Educational Service with a discount for students Reentry. It can be in two exhibitions provided they do not exceed the period during which the promotion is granted. Not cumulative with Bonuses and Discounts

**Article 5<sup>th</sup>. TOTAL EARLY REGISTRATION FEE "PIAT"** is the Only payment, **of the total** of the Annual Educational Service for new students with a discount. It will be only one exhibit in the period in which promotion is granted. Not cumulative with Bonuses and Discounts

**Article 6<sup>th</sup>. PARTIAL ADVANCE PAYMENT REENROLMENT "PRAP"** is the payment of the First Installment of the Annual Educational Service with a discount for students of Reentry. It can be two exhibitions provided they do not exceed the period during which the promotion is granted.

**Article 7<sup>th</sup>. PARTIAL ADVANCE PAYMENT OF NEW REGISTRATION"PIAP"** is the payment of the First Installment of the Annual Educational Service for new students at a discount. It will be in only one exhibit in the period in which promotion is granted.

## **CHAPTER II ITS PURPOSE**

**Article 8<sup>th</sup>. Agreements for Bonuses**, are the instruments by which the institution aims to encourage students from with high academic performance , excellent discipline and with high fidelity to the institution. 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. Seek to promote within the community higher levels of justice and equality.
- III. Promote and ensure access to education for families of students that for their participation and loyalty allow their stay in the institution.
- IV. Sensitize the beneficiary about the benefits of the program; and the need to make rational use of institutional resources.
- V. Promote participation in the different fields of training of institutional life.
- VI. Contribute to the integral education.

## **CHAPTER III CRITERIA FOR ALLOCATION**

**Article 9<sup>th</sup>.** The Agreements depend on interinstitutional agreements established year to year, being that every year the conditions are variable and provided that the financial situation of the College allows acceptance and signature..

**Article 10<sup>th</sup>.** Bonuses apply to partial payments made to the institution only in respect of Annual Educational Service.

- I. The bonus will be valid only for the school year that is granted.
- II. In case of continuing the agreement with the company, parents who enjoy it must make full renewal process, being that the percentage that is granted by the institution may vary depending on the financial capacities of the College.
- III. It can never be including ther services from the operation.
- IV. They may be not renewed if the beneficiaries do not meet the conditions stipulated in the call, as well as timely delivery of documents for renewal, or if the institution does not have the financial ability to retain the bonus.

**Article 11<sup>th</sup>.** Bonuses will be:

- I. Fidelity is that which the family is given when it has two or more members of the family, direct blood relatives, within the institution.
  - i. A percentage discount will be granted to the eldest son accumulated plus an additional percentage when entering the second son and the second will be awarded half the rate that is offered to the first and so on

until the third child, being that the fourth onwards only the minimum percentage is provided.

- ii. The percentages here indicated **ARE MERELY FOR INFORMATION**, because they change every cycle **DEPENDING** on the **financial posibilidades** of the Colegio Americano.

Example:

1. First born (5%)  
Second son (2.5%)
2. First born (7.5%)  
Second son (5%)  
Third son (2.5%)
3. First born (7.5%)  
Second son (5%)  
Third son (2.5%)  
Fourth son (2.5%)

- II. Neighborhood: It's one granted on 3% for families living in following settlements:

- a. Delicias
- b. Las Villas
- c. Aurora
- d. Santa Fe
- e. Las Flores
- f. Miramar y Villas de Miramar
- g. Las Perlas
- h. Petrolera
- i. Brisa
- j. Lomas de Cortéz
- k. Las Tinajas
- l. Villas del Tular

- III. Business: It is that which is given to people who work in any of the companies and corporates with which the Colegio Americano has agreements. Only apply as long as the number of students enrolled are three, not counting those that are already enrolled from the date of the signing of agreement.

- i. The bonus will be 8%, to 20% depending on the agreement signed and the number of students who are benefited.
- ii. In the case that members of a family who will enjoy these corporate agreements gradually integrate into the school, the percentage that is eligible for the conditions of this regulation are met, will depend on the on the current agreement.

**Article 12<sup>th</sup>.** Bonuses are not cumulative (Fidelity, Neighborhood or Business) nor cumulative with discounts, or with the American College Scholarships, so the only payment for the Annual Educational Service can not accumulate any bonus and/or any special promotion; if to participate in other promotions will have to renounce the Bonus or School Scholarship for two school years.

**Article 13<sup>th</sup>.** The Discounts:

- I. Will apply to the Single Payment or *first installment* of the Annual Educational Service and **ONLY INCLUDE THE ACADEMIC COST THE MATERIALS, BOOKS, CARDS ETC.**
- II. They operate only on days when the discount is available.

- III. They can not be combined with each other or with bonuses and/or any special promotion or additional discount that will be awarded by special circumstances.
- IV. If you would like to participate in other promotions, you will have to resign to the advance payment for two school years.
- V. They depend on the economic capacity of the College.

**Article 14<sup>th</sup>.** Discounts may be:

- i. **"PRAT" or "PIAT": Single Payment Discount** for Annual Educational Service. The payment can be in a single installment or in two consecutive fortnights, according to their calendar. Failure to comply with the schedule on time cancels the discount and must pay the full fee. Not cumulative with Bonuses and Discounts
- ii. **"PRAP" or "PIAP": Discount** to parents who choose to pay in installments and make the payment of the *first payment in one instalment* in advance on the dates established in the calendar. This discount is the only combined with bonuses, **but restrictions apply if you have a scholarship of any kind, and for people who apply a different payment schedule from calendar "A"**
- iii. **ASP:** This is awarded for the payment of 50% of the partial payments of the Annual Educational Service. Not cumulative with Bonuses and Discounts

**Article 15<sup>th</sup>** The discount granted, may not be combined with each other or with Bonuses and/or any special promotion or additional discount granted for special circumstances. If you would like to participate in other promotions, you have to resign to the advance payment for two school years.

**Article 16<sup>th</sup>.** Bonuses and Discounts shall be limited to the financial capacity of the institution and its execution will depend on the order in which the applications are received per school year as well as the percentages agreed in the Interinstitutional Agreements.

## TITLE II FAMILIES WITH BONUSES AND DISCOUNTS

### CHAPTER I RIGHTS OF STUDENTS WITH BONUSES AND DISCOUNTS

**Article 17<sup>th</sup>.** Students applying for a bonus or discount shall be entitled to request in writing a description of it.

### CHAPTER II DUTIES OF STUDENTS (and Parents)

**Article 18<sup>th</sup>.** The student who obtains a bonus should:

- I. Approve all subjects.
- II. Get a minimum average of 8(eight).
- III. **Maintain excellent conduct.**
- IV. Pay the amount of those items not covered by the Bonus in a timely manner.
- V. Since the case of opting for a partial payment plan, keep the balance of payments currently covered

- VI. Comply with the Principle of Collaboration since all the beneficiaries (students) of some kind of agreement must always enthusiastically participate in their festivals and extracurricular activities.

**TITLE III  
THE TERM AND TERMINATION OF THE BONUSES**

**CHAPTER I  
THE NATURAL END OF BONUSES**

**Article 19<sup>th</sup>.** The natural end of the bonus occurs:

- I. At the end of the school year for which it was granted.
- II. When the beneficiary requests it.
- III. For wanting to participate in any other promotion.
- IV. When changes the level.
- V. When the beneficiary temporarily or permanently withdraws the school.
- VI. When there is only one of the beneficiaries of the loyalty bonus.

**CHAPTER II  
CANCELLATION OF BONUSES**

**Article 20<sup>th</sup>.** Cancellation occurs:

- I. The beneficiary incurs any academic or administrative failure or do not complains with this Regulation and/or Institutional Regulations.
- II. The beneficiary fails more than 3 subjects in a school period.
- III. The beneficiary does not have the minimum average applied at the end of the school year.
- IV. When the beneficiary fails to be punctual in paying partialities on 2 occasions during the year.
- V. When having any economic concept debt with the institution.
- VI. By being involved in fraudulent behavior, or indiscipline.
- VII. When the parent or tutor or the student himself has provided false information or concealed information that has affected the granting of the bonus.
- VIII. When student and his parents or guardians, breach any of the requirements of this Regulation, as to do their processes in a timely manner.

**TITLE IV  
STAFF INVOLVED IN THE PROCESS OF GRANTING BONUSES**

**CHAPTER I  
DEFINITION**

**Article 21<sup>st</sup>** The Administrative Direction is responsible for exercising the function of allocation and monitoring of Bonuses and Discounts according to Philosophy, Values, Ideology and Model of the Institution and in accordance with the objectives set by the program and regulations.

**CHAPTER II  
ATTRIBUTIONS**

**Article 22<sup>th</sup>.** Administrative Director:

- I. May cancel the benefit of the bonus payment if the partial payment is after the tenth day, as established in the regulation of payments and if relapse into backwardness in subsequent partialities the Regulation of Payments is applied without exception.
- II. Proposes all aspects related to the granting, monitoring and control of rebates and discounts.
- III. Allocates bonuses for the first time or renewal.
- IV. Monitors the Bonuses and Discounts granted, when deemed appropriate and applicable regulations.
- V. Suspends benefit awarded when lack of proven merit.
- VI. In all cases he gives the parent or guardian audience which may not modify the suspension or Discount Bonus.
- VII. Communicate decisions to those who want information, according to the timetable established.
- VIII. Brings an updated registry of beneficiaries, as well as all applications approved and denied that arise.
- IX. **The judgment issued is final.**

## **TRANSITORY ARTICLES**

**FIRST.-** All previous provisions on the same subject that had governed the College 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 Academic Council reserves the right to make exceptions because of a qualified cause to this Regulation, after discussion and approval thereof.

**FOURTH.-** The Academic Council reserves the right to delete, amend and add all or part of this Regulation.

**FIFTH.-** This Regulation shall enter into force as October 1<sup>st</sup>. 2015.

**SIXTH.-** Applies the principle of non-retroactivity and good faith, provided that the Institution has the financial possibilities and does not fall in any of the paragraphs of **Article 20<sup>th</sup>**