

CENTRO DE ENSEÑANZA TECNICA Y SUPERIOR

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INSTITUTIONAL REGULATIONS FOR “EMPLOYEE BENEFIT SCHOLARSHIP”

The purpose for these regulations are to define criteria for granting, operating and reassigning scholarships that, as part of the employee benefits, CETYS grants full time and part time workers, their children and spouses.

CHAPTER 1: GENERALS

Art. 1.-

The ignorance of these regulations does not exempt workers of their responsibility to fulfill it.

Art. 2.-

An employee benefit scholarship is defined as the total or partial exemption of payment of tuition of a full time or part time worker, their spouse or children. Former workers' children are also included, if they were born when the worker operated in CETYS or before, being part time or full time worker and that fulfills with the requirements mentioned in these regulations.

Art. 3.-

REQUIREMENTS FOR INITIAL GRANTING

- A) Be tenure full time, or part time worker, or be the child or spouse of any of the stated workers, or be the child of a former worker, having worked for CETYS for two or more years.
- B) Be younger than 24 years old, if they are children of the worker or former worker who economically depend on him.
- C) Not be studying simultaneously two college or graduate studies courses.
- D) The studies he/she is about to begin are not a second college or graduate studies course.
- E) Fulfill with the general admissions requirements of CETYS.
- F) Fulfill with the particular academic requirements established in the corresponding College or School, for the program the solicitant intends to register.
- G) Not have been expelled from any program previously coursed.

CHAPTER II: SCOPE AND LIMITATIONS

Art. 4.-

The scholarship covers exclusively the tuition of the ordinary program the solicitant intends to course, understanding tuition as the cost for registration, if any, plus the cost of the units the students will totally course.

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Art. 5.-

It will be granted only if the amount of students with scholarships in the corresponding course does not exceed 15% of the total course.

Art. 6.-

In case of former workers' children, they will have a maximum period of 30 days, counting from the time of separation of the worker from his job, to request the scholarship in writing, which will be assigned as long as the worker was not fired from the Institution.

CHAPTER III: AMOUNT OF SCHOLARSHIP

Considering the limitations in the previous chapter, the amount for scholarships will be:

Art. 7.-

100% of the tuition's amount if the applicant is in the following cases:

- A) Full time worker
- B) Full time worker's children, according to article 3.
- C) Full time worker's spouse
- D) Full time former worker's children, who has worked for 10 or more years in CETYS, and that fulfills with the requirements in articles 3 and 6.

Art. 8.-

50% of the tuition's amount if the applicant is in the following cases:

- E) Full time worker
- F) Full time worker's children, according to article 3.
- G) Full time worker's spouse
- H) Full time former worker's children, who has worked for 10 or more years in CETYS, and that fulfills with the requirements in articles 3 and 6.

Art. 9.-

Variable amount according to the following criteria:

- A) If the applicant to a scholarship is in the case of point D, article 7, but does not fulfill the 10-year requirement, a 10% scholarship will be granted for each year the parent worked for CETYS, as long as the worker had accumulated at least two years of work.
- B) If the applicant to a scholarship is the child of a part time former worker who had worked for CETYS for 10 years, a 5% scholarship will be granted for each year the parent worked for CETYS, as long as the worker had accumulated, at least four years of work.

CHAPTER IV: CRITERIA TO RATIFY OR CANCEL SCHOLARSHIPS

Art. 10.-

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A scholarship will automatically be ratified to all students who fulfill with the following conditions:

- A) The working relation shall continue as it was at the time of assigning the scholarship.
- B) At the time of requesting re-assignment of scholarship, there aren't any failed courses.
- C) The worker is not conditioned or the registration suspended for the following semester.

Art. 11.-

A scholarship will be partially reassigned to students whose situation is in any of the following cases:

- A) Have a conditioned registration for any reason, in which case the scholarship committee will define the amount of scholarship and the conditions by which it will be granted.
- B) Study courses after having failed them, in which case a scholarship will be granted for the courses that will be studied for the first time.

Art. 12.-

A scholarship will be canceled to students who are in any of the following cases:

- A) At the time of requesting re-assignment of scholarship, the student has more than two failed courses in the previous semester if he or she is in the College or Technical programs, and more than three failed courses if the student is in high school.
- B) Be dropped out of school for any reason.

CHAPTER V: THE EMPLOYEE BENEFIT SCHOLARSHIP COMMITTEE

Art. 13.-

In order to make decisions on granting, ratifying, reassigning and canceling scholarships, an INSTITUTIONAL EMPLOYEE BENEFIT SCHOLARSHIP COMMITTEE is formed by:

- The President of the Scholarship Committee of IENAC
- The Director of Education
- The Administrative Director of CETYS
- The Director of Human Resources

Art. 14.-

The decisions this committee makes are final.

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CHAPTER VI: TRANSITORY ARTICLES

Art. 15.-

The Institutional Employee Benefit Scholarship Committee will revise every year, in July, these regulations and will propose modifications which will enter into force after being authorized by the Board of Directors of IENAC in the following school year.

Art. 16.-

Unexpected cases in these regulations will be decided by the Institutional Employee Benefit Scholarship Committee.

Art. 17.-

These regulations will enter into force on January 15, 1989.

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EMPLOYEE BENEFIT SCHOLARSHIP REGULATIONS

FOR ACTIVE PART TIME AND FULL TIME WORKERS OF
INSTITUTO EDUCATIVO DEL NOROESTE, A.C.

January 1989