

## **EMPLOYEE BENEFIT SCHOLARSHIP REGULATIONS FOR ACTIVE PART TIME AND FULL TIME WORKERS OF CETYS UNIVERSITY SYSTEM**

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**

- 1.- The ignorance of these regulations does not exempt workers of their responsibility to fulfill it.
- 2.- An employee benefit scholarship consists of the total or partial exemption of payment of tuition of an active full time or part time worker, their spouse or children in High School, College, Graduate Studies and the English Language Center offered by CETYS University.
- 3.- According to specifications in Article 2 in these regulations, the requirements for initial granting of an employee benefit scholarship are:

#### **REQUIREMENTS FOR INITIAL GRANTING**

- A) Be an active tenure full time, or part time worker, or be the child or spouse of an active part time or full time worker.
- B) If they are children of an active part time or full time tenure worker who economically depend on him.
- C) Fulfill with the general admissions requirements of CETYS University.
- D) Not have been dropped out from any academic program previously coursed in CETYS University.
- E) Not be studying simultaneously two college or graduate studies courses.
- F) The studies he/she is about to begin are not a second college or graduate studies course.

### **CHAPTER II**

#### **SCOPE AND LIMITATIONS**

- 4.- The employee benefit scholarship from CETYS University covers exclusively the extension of tuition of the academic program of High School, College or the English Language Center that 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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The fees for placement exams, remedial exams, examinations for credit, and professional exams are not included in the employee benefit scholarship.

**CHAPTER III**

**AMOUNT OF SCHOLARSHIP**

Considering the limitations in the previous chapter and according to specifications in Article 3 in these regulations, the employee benefit scholarship will cover:

5. 100% of the tuition's amount if the applicant is in the following cases:

- a) Active full time active worker
- b) Active full time worker's children
- c) Active full time worker's spouse

6. 50% of the tuition's amount if the applicant is in the following cases:

- d) Active tenure part time worker
- e) Active tenure part time worker's children
- f) Active part time worker's spouse

**CHAPTER IV**

**CRITERIA TO REASSIGN EMPLOYEE BENEFIT SCHOLARSHIPS**

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

- A) The working relation shall continue with CETYS University, in the same terms by which he or she acquired the right to this benefit.
- B) The worker's registration shall not be conditioned or suspended for the following semester, due to the application of the following academic regulations:

8. The SCHOLARSHIP will be partially reassigned to students whose situation is in any of the following cases:

- a) When the working relation has been modified, from active tenure full time to active tenure part time, in which case the SCHOLARSHIP will be reassigned according to what corresponds in the new working relation.
- b) When the student has failed a course or courses and they haven't accredited the remedial exam or examination for credit. In this case, students must pay the tuition

corresponding to the failed course or courses when they have to be coursed again, and the partial SCHOLARSHIP will only be for the courses that will be studied for the first time.

#### **CHAPTER V:**

##### **CRITERIA TO CANCEL THE EMPLOYEE BENEFIT SCHOLARSHIP**

9. The employee benefit SCHOLARSHIP will be canceled to students who are in any of the following situations:

- a) For having terminated the working relation of the active tenure part time or full time worker.
- b) For having dropped out of the academic program he or she is registered in, due to the application of the current students' regulations.

#### **CHAPTER VI:**

##### **TRANSITORY ARTICLES**

1. Unexpected cases in these regulations will be revised by the Director of Human Resources in the corresponding Campus and decided by the General Director of the Campus, previously counseled by the President.
2. These regulations will enter into force on August 1, 1997, and will rule all active part time and full time workers who operate in the Campus of CETYS University System, remaining invalid any other employee benefit SCHOLARSHIP regulations.
3. Part time and full time workers who entered CETYS University before July 1, 1994, will continue with the benefits that CETYS grants the children of former workers, according to the current regulations in that time.



## EMPLOYEE BENEFIT SCHOLARSHIP REGULATIONS

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

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