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Specific guidelines for the *Beca Convenio UDLAP-The American School Foundation (CDMX)* Scholarship

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The *Beca Convenio UDLAP-The American School Foundation*, scholarship consists of financial support of 25% for bachelor level studies offered by the UDLAP according to the characteristics and conditions outlined in this document.

The *Beca Convenio UDLAP- The American School Foundation*, scholarship applies to:

- New students.
- The cost of tuition for required courses under the study plan or plans selected.

The *Beca Convenio UDLAP- The American School Foundation*, scholarship does not apply to:

- The bachelor's degree in medical surgeon or the bachelor's degree in nursing.
- Elective courses, prerequisites, ongoing projects, workshops, or additional fees, among others. (This line is explanatory but not limitative)

General aspects:

- Students must be must be accepted into the bachelor level studies the UDLAP offers and carry out the admission procedures in effect before the department of School Services.
- Students may receive only one type of institutional Scholarship and in the case the student requests a definitive leave from the UDLAP, refuses the scholarship or fails to satisfy the respective requisites, they will not be permitted to recover the scholarship or to receive any other.
- Scholarship recipients must not have any debts outstanding with the UDLAP (financial, documents, among others) prior to registering for each academic period.
- The Academic Department will verify the requisites for maintaining the scholarship or will cancel the scholarship at the end of each academic period.
- The Scholarship Office is responsible for the application of the *Beca Convenio UDLAP-The American School Foundation* scholarship, and also for its renewal for each academic period for the duration of the study plan selected, provided the requisites to maintain the scholarship are met.
- The *Beca Convenio UDLAP-The American School Foundation* scholarship recipient is responsible for checking the scholarship amount has been correctly applied to their account statement, as no retroactive application or adjustment will be permitted. In the event the student detects any error, they will report this to the Scholarship Office before the last day in the period for the first deferred payment, according to the UDLAP calendar.
- Students must know the academic and administrative regulations in effect in the UDLAP since they are subject to the applicable policies and procedures, the University reserves the right to cancel the scholarship in the event the student incurs in a gross infraction of these rules and regulations.
- It is the student's obligation to keep informed through the institutional mail.
- Under no circumstance will the UDLAP give cash to the student for the scholarship awarded, or any other form of payment.
- In the case of dual programs, exchanges, special programs, and professional internships overseas the *Beca Convenio UDLAP-The American School Foundation* scholarship will be applied according to the "Policy on the Application of Institutional Scholarships for International Programs"

Requisites for maintaining the *Beca Convenio UDLAP-The American School Foundation* scholarship:

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- The student must be enrolled in and studying a bachelor level program provided by UDLAP and must attend to the course without interruption. If the student requests a definitive leave from the UDLAP, the scholarship will be canceled and cannot be recovered or any other Institutional Scholarship awarded in the future.
- The student must register for a minimum of 30 units for each academic period. The mandatory academic periods are *Spring* (January-May) and *Fall* (August-December). There is no minimum registration requirement for the *Summer* (June-July) academic period, as this is not mandatory period, however if the student does register, the *Beca Convenio UDLAP-The American School Foundation* scholarship will be applied as long as the requirements outlined in this document are met.
- The student must maintain a minimum cumulative average of eight point five (8.5) on each academic period.
- The student will not request more academic movements than those permitted as indicated in the following table:

Change of degree program	Voluntary withdrawals and or fails	Temporary leave
1	5	1

- If any or some of the above are not complied, the UDLAP may rescind and terminate the scholarship in advance.
- Any situation not provided in this guideline will be analyzed and authorized by the scholarship committee or the person designated by entering the procedure in the Scholarship Module of the Academic Services Department located in building 1, office 102, or to [informacion.beca@udlap.mx](mailto:informacion.beca@udlap.mx)