

Specific guidelines for the *Beca Convenio UDLAP-COMCE* Scholarship (Bachelor's Degree)

The *Beca Convenio UDLAP-COMCE* (CONSEJO EMPRESARIAL MEXICANO DE COMERCIO EXTERIOR A.C.) scholarship consists of financial support for bachelor level studies offered by the UDLAP for the active partners affiliated to COMCE, business owners, legal representative of these business, and employees, as well as for their direct family members to the first degree in a descending straight line, according to the characteristics and conditions outlined in this document.

The percentage of the benefit and the requisites to obtain it are shown in the next table:

School of the program to course	Cumulative high school, baccalaureate or equivalent average	Scholarship percentage
Engineering (EDEI) Sciences (EDEC)	7.5	40%
Arts and Humanities (EDAH) Social Sciences (EDCS) Business and Economics (EDNE)	8.0	30%

The *Beca Convenio UDLAP-COMCE* Scholarship applies to:

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

The *Beca Convenio UDLAP-COMCE* 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 accepted into the bachelor level studies the UDLAP offers and carry out the admission procedures in effect before the department of School Services.
- Students interested in coursing a program in the bachelor level studies that the UDLAP offers, must identify themselves as a beneficiary with a letter issued by COMCE.
- 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-COMCE* 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-COMCE* 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

Specific guidelines for the *Beca Convenio UDLAP-COMCE* Scholarship (Bachelor's Degree)

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 the professional internship overseas, the *Beca Convenio UDLAP-COMCE* scholarship will be applied according to the **"Policy on the Application of Institutional Scholarship for International Programs"**.

Requisites for maintaining the *Beca Convenio UDLAP-COMCE* scholarship:

- The student must be enrolled in and studying a bachelor level program 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 a mandatory period, however if the student does register, the *Beca Convenio UDLAP-COMCE* 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 zero (**8.0**) on each academic period.
- The student will not request for 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

- *Beca Convenio UDLAP-COMCE* scholarship recipients are required to participate, for the duration of their scholarship, each year in the sale of one book of tickets for the UDLAP draw according to the established in the **"UDLAP Draw Policy"**.
- 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