

TECNOLÓGICO DE MONTERREY



**Regulations on Scholarships and  
Student Loans for High School  
and Undergraduate Students**



# **REGULATIONS ON SCHOLARSHIPS AND STUDENT LOANS FOR HIGH SCHOOL AND UNDERGRADUATE STUDENTS**

INSTITUTO TECNOLÓGICO Y DE ESTUDIOS  
SUPERIORES DE MONTERREY

Promulgation date: Agosto de 2014

Amendmen: 2015, 2016, 2017, 2018, 2019, 2020

D.R. © Instituto Tecnológico y de Estudios Superiores de Monterrey.

Ave. Eugenio Garza Sada 2501 Sur, Col. Tecnológico C.P. 64849, Monterrey, N.L., México.

No part of this document may be reproduced in any form or by any means without the prior express written consent of Instituto Tecnológico y de Estudios Superiores de Monterrey for any person or activity that is unrelated to the same.



### **Notice on the use of inclusive language**

The use of the generic masculine or masculine of a collective nature seeks to simplify communication in consideration of the principle of economy of language. Grammatical gender (masculine, feminine) is normally associated with biological sex; however, grammatically there is no intention to discriminate against anybody for their biological sex or sexual identity. In the Spanish language, the use of a mixed collective of the masculine grammatical gender is not a discriminatory practice, but- its use- avoids unnecessary repetitions, permitting the employment of plain language, characterized by conciseness and clarity.

At Tecnológico de Monterrey, the prescripts contained in its regulations are formulated in generic masculine or masculine of a collective nature; consequently, they do not refer only to the masculine gender, but to all the genders that form part of the community.



## AMENDMENTS TO THIS EDITION

1. The following concepts have been added to the general definitions section: undergraduate double degree, primary academic program, secondary academic program, curriculum, curriculum duration and undergraduate double degree programs, and the concept of talent scholarship has been modified.
2. The definition of Creative Talent Scholarship Program has been included in Article 6.
3. The provisions of the new Creative Talent Scholarship Program have been included in Article 11.
4. The scholarship % and the assignment criteria to be considered in the Creative Talent Scholarship Program are defined in Articles 12 and 21, respectively.
5. The requirement of completing a formal application, when students need a student loan, has been included in Article 46, which changes its sequence to 47.
6. A new Article 46 has been included to define the requirements to be met by applicants to the Creative Talent Scholarship Program, and, therefore, the sequence of articles 48 to 55 has been changed to 49 to 56, respectively.
7. A new Article 56 has been included to define the scholarship maintenance criteria in the Creative Talent Scholarship Program, and, therefore, the sequence of articles 56 to 62 has been changed to 58 to 64, respectively.
8. Article 63 has been modified to indicate the maximum number of academic credits for double-degree programs and its sequence has been changed to 65.
9. Articles 66, 67, and 68 have been included and the sequence of articles 64 to 69 has been changed to 69 to 74, respectively.





# CONTENTS

<b>INTRODUCTION</b>	9
<b>GENERAL DEFINITIONS</b>	11
<b>CHAPTER I</b> Objective and Scope of Application	17
<b>CHAPTER II</b> Types of Financial Aid	23
<b>CHAPTER III</b> Award of Scholarships and Student loans	29
<b>CHAPTER IV</b> Requirements for Obtaining Scholarships and Student loans	39
<b>CHAPTER V</b> Requirements for Maintaining Scholarships and Student loans	47
<b>CHAPTER VI</b> Participants' Rights and Obligations	61
<b>TRANSITORY ARTICLES</b>	63
<b>APPENDIX</b>	67



# INTRODUCTION

Tecnológico de Monterrey, aware of its responsibility to cooperate within the context of education for the development of the communities in which it operates, provides, through scholarships and student loans, an option for students who are willing and have the necessary abilities to complete their studies at Tecnológico de Monterrey successfully and require financial aid in order to do so.

The academic programs offered by Instituto Tecnológico y de Estudios Superiores de Monterrey, at every level, have been granted Recognition of Official Validity of Studies (RVOE in Spanish), issued by the Mexican Ministry of Public Education (SEP), through the General Department of Higher University Education (DGESU), based on the Presidential Decree published on September 12, 1952, which is identified with the code DEC-520912.

On the basis of Chapter VII of the General Academic Policies and Regulations, Tecnológico de Monterrey has established the Regulations on Scholarships and Student Loans for High School and Undergraduate Students.

The modifications in this edition were proposed by the Office of the Academic and Educational Innovation Vice Rector, based on the recommendations formulated by a committee appointed for this purpose.

Juan Pablo Murra Lascurain  
Rector of the Undergraduate and Graduated Programs,  
Tecnologico de Monterrey  
August 2020



## GENERAL DEFINITIONS

**Financial aid.** Aid awarded to students by Tecnológico de Monterrey to cover expenses related to tuition. The types of aid are: Scholarship, Student Loan and a combination of both.

**Award.** Process subsequent to the application procedure through which the type of financial aid is awarded to a student to complete his/her studies.

**Scholarship.** Exemption from paying a percentage of the tuition fees without the obligation of subsequent repayment by the beneficiary.

**Talent scholarship.** Type of scholarship awarded to outstanding students to recognize their exceptional performance in academic, artistic, athletic, leadership or entrepreneurship activities or in the production of creative projects.

**Double-degree programs.** The list of authorized programs can be found in Appendix I.

**Destination campus.** Campus that receives the financial aid application from a student as part of a transfer process from one campus to another.

**Origin campus.** Campus of origin of a student in a transfer process from one campus to another.

**Scholarship-student loan combination.** Type of financial aid consisting of a scholarship and a student loan. The beneficiary undertakes to repay the portion corresponding to the percentage of the student loan, under the terms and conditions provided by the Institute.

**Financial Aid Committees.** Group of people who represent the different areas of a campus and have the authority to award the types of financial aid. Their main functions include reviewing and evaluating the financial aid applications.

**Academic credit.** Represents the time students devote to a course or educational unit, in and out of the classroom, to fulfill the learning objectives of the same.

- a. Three high school academic credits are equivalent to six academic units.
- b. Three undergraduate academic credits are equivalent to eight academic units.
- c. Three graduate academic credits are equivalent to twelve academic units.

**Intensive courses.** Courses offered in summer and winter.

**Undergraduate double degree.** Two undergraduate degrees awarded by Tecnológico de Monterrey to students in 2019 and subsequent curricula who fulfill the requirements of both undergraduate degrees.

**Curriculum duration.** Total academic credits in a curriculum.

**Formalization of student loans.** Consists of soliciting the minimum legal supporting documents required to be awarded a Student Loan. Such documents are: original copy of the Agreement and Promissory Note, duly completed and signed by the participants, student, the person responsible for paying tuition as the guarantor, and the legal representative of the Institution.

**Franchise.** The percentage of tuition assigned as a scholarship or student loan.

**Curriculum.** List of educational units that comprise an academic program.

**Academic periods.** The semester and trimester periods in which the courses are taught.

**Student loan.** Percentage of the tuition fees, payment of which is deferred under the terms and conditions determined by the Institute.

**Budget for scholarships and student loans.** Part of the campus's budget for revenue from tuition fees that is allocated to scholarships and student loans in a specific period.

**Primary academic program.** Undergraduate degree defined as a priority by the enrolled student.

**Secondary academic program.** Undergraduate degree defined as a Second priority by the enrolled student.

**Scholarship and student loan programs.** Differentiated financial aid schemes offered by Tecnológico de Monterrey to students so they can study at the Institute. Each program targets a specific student profile and has its own characteristics, franchises, and financial aid award and maintenance requirements.

**Scholarship average.** This is the weighted average for academic credits that considers the final grades for all the educational units studied in the academic period, both passed and failed. This average includes the introductory-level educational units studied in the period and serves as a scholarship maintenance requirement for students enrolled in the 2019 and subsequent undergraduate curricula.

**Academic Aptitude Test.** Test that measures the verbal and mathematical reasoning skills of Spanish-speaking students who wish to pursue higher education studies. It is used, together with other elements, to determine applicants' admission.

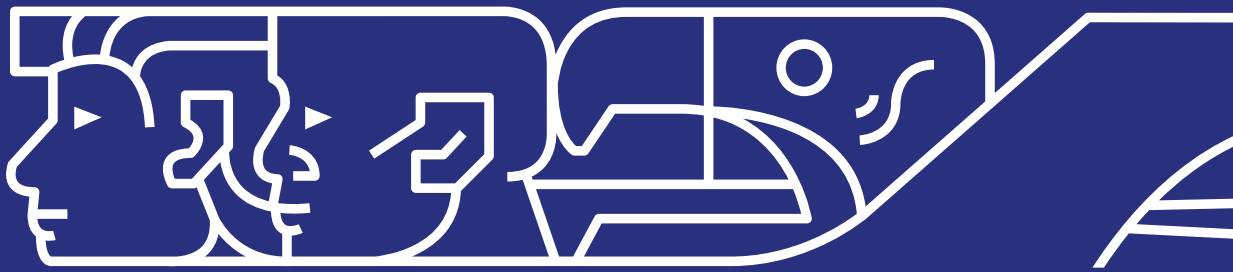
**Application for scholarships and student loans.** Document that contains the candidate's general and academic information, as well as information on his/her family's current socioeconomic situation. It must be submitted by the candidate who is seeking to obtain a type of scholarship or student loan in order to pursue his/her studies.

**Academic credit.** Represents the time students devote to a course or educational unit, in and out of class, to fulfill the learning objectives of the same.

- a. Three high school academic credits are equivalent to six academic units.
- b. Three undergraduate academic credits are equivalent to eight academic units.
- c. Three graduate academic credits are equivalent to twelve academic units.

**Formalization of student loans.** Consists of soliciting the minimum legal supporting documents required to be awarded a Student Loan. Such documents are: original copy of the Agreement and Promissory Note, duly completed and signed by participants, students, the person responsible for paying tuition as the guarantor, and the legal representative of the Institution.





# CHAPTER I



# CHAPTER I

## Objective and Scope of Application

### Article 1

In order to carry out its academic and educational activities with its characteristic levels of excellence, Tecnológico de Monterrey offers financial aid programs to provide financial support for students who have the necessary abilities to complete their studies successfully and who meet the requirements established in such programs.

### Article 2

Definitions for the purposes of these regulations:

**Financial aid:** Aid awarded to students by Tecnológico de Monterrey to cover expenses related to tuition and that has specific characteristics. The types of aid are: scholarship, student loan, and a combination of both.

**Scholarship:** Exemption from paying a percentage of the tuition fees without the obligation of subsequent repayment by the beneficiary.

**Scholarship holder:** The person who has been awarded a scholarship.

**Scholarship cancellation:** The definitive interruption of aid for reasons other than its termination.

**Call for applications:** The document published in diverse media to provide information on the specific characteristics of the open call, in which the general public can participate to obtain the scholarships awarded by Tecnológico de Monterrey. It also indicates the deadlines for applying for each scholarship and the requirements to be met by applicants.

**Student loan:** percentage of the tuition fees, payment of which is deferred under the terms and conditions determined by the Institute.

**Franchises:** the percentage of tuition allocated as a scholarship or student loan.

**Applicant:** the person who applies for a scholarship or student loan.

### **Article 3**

The objective of these regulations is to:

- a. Streamline the application, award and maintenance processes for scholarships and student loans for students who have been admitted and apply for or receive a type of aid.
- b. Facilitate the application, award, formalization, maintenance, administration and transfer processes of the scholarship and student loan programs.
- c. Regulate and implement the scholarship and student loan programs in accordance with the budget allocated for this purpose.
- d. Establish the bases, requirements and procedures for the award, maintenance and cancellation of scholarships and student loans of Tecnológico de Monterrey.

The policies and regulations herein refer to the high school and undergraduate academic levels.

### **Article 4**

When in these regulations a different name is given to an administrative unit, meaning any office, department or unit for attention or service, defined before the start of the validity of the same, any matters being processed will be dealt with by the administrative unit with the new name.

### **Article 5**

The process for the award and maintenance of scholarships and student loans of Tecnológico de Monterrey starts with the call for applications targeting the general public and adheres to the deadlines established by the administrative calendar in effect.

### **Article 6**

The call for applications, which includes the participation requirements, is published on Tecnológico de Monterrey's official website, in the Admissions section and is disseminated through electronic, print or in-person means. Scholarships are awarded in keeping with the relevant criteria directly

related to the applicant's academic, athletic, artistic, leadership, creative and entrepreneurship capacities and in compliance with the bases and procedures indicated herein.

### **Article 7**

The entities responsible for allocating scholarships and student loans are the financial aid committees designated for such purpose, in order to ensure that the rules set forth herein are fulfilled and the allocation of this aid at each campus is impartial and takes into consideration each student's particular situation.





## CHAPTER II





# CHAPTER II

## Types of Financial Aid

### Article 8

Tecnológico de Monterrey offers three types of financial aid: scholarship, student loan, and a combination of both.

**Scholarship:** Exemption from paying a percentage of the tuition fees without the obligation of subsequent repayment by the beneficiary. Each scholarship program targets a specific student profile and has its own characteristics, franchises, and allocation and maintenance requirements.

**Student loan:** Percentage of the tuition fees, payment of which is deferred under the terms and conditions determined by the Institute.

**Scholarship-student loan combination:** The combination of the two aforementioned types of aid. The beneficiary undertakes to repay the portion corresponding to the percentage of the student loan, under the terms and conditions provided by the Institute.

### Article 9

Once the student applicant has been awarded a scholarship or student loan, the terms and conditions of the same will be set forth in the official documents generated by the Institution for this purpose.

### Article 10

The scholarship-student loan combination applies solely to undergraduate students. High school students can only be awarded a scholarship.

### Article 11

The scholarship programs are classified as follows:

- a. **Socioeconomic.** Socioeconomic scholarships are offered as an option for students who are willing and have the necessary abilities

to complete their studies at Tecnológico de Monterrey successfully, but do not have sufficient funds to cover the inherent expenses. This type of aid is awarded on the basis of the proven economic situation of the applicant's family.

- b. **Academic talent.** Its aim is to attract academically outstanding students to study at the Institute, regardless of the family's economic situation or nationality. The call for applications is made and the students with the highest grade average and the best scores on their first Academic Aptitude Test are selected.
- c. **Student talent.** Student talent scholarships are offered as an option for outstanding students who have performed exceptionally at the state, national or international level in artistic, athletic and leadership activities, according to the profiles established for each of the activities, regardless of the family's economic situation or nationality.
- d. **Entrepreneurial talent.** The aim of this selective program is to motivate entrepreneurs who already have creative, innovative high-impact projects for the nation and the world, regardless of the family's economic situation or nationality.
- e. **Leaders of tomorrow.** The aim of this program is to benefit academically outstanding, socially aware Mexican students who have demonstrated their leadership skills and the necessary abilities to complete an undergraduate degree at Tecnológico de Monterrey successfully, but do not have sufficient financial resources to cover the inherent costs of tuition fees.
- f. **External funds.** These tuition scholarships are established by means of agreements with external organizations, while the resources or donations are managed by Tecnológico de Monterrey. The award and maintenance requirements for these scholarships can be defined by the external organization as long as they do not contravene those established by Tecnológico de Monterrey for its socioeconomic support programs. In addition, students who benefit from these scholarships can be awarded financial aid to cover their school and living expenses.
- g. **Socio-economic scholarships for International students.** This program awards scholarships to international students who have the necessary abilities to complete an undergraduate degree successfully, but do not have sufficient financial resources to cover the inherent costs of tuition fees.

- h. **Creative Talent.** The aim of this selective program is to recognize and support students who display an outstanding creative talent in order to develop their competencies in the different creative fields.

## Article 12

The percentage of tuition covered by the different types of financial aid awarded to students are as follows:

- a. In the undergraduate Socioeconomic Scholarship Program, the percentage of the scholarship-student loan combination cannot exceed 80% of the tuition fees. In exceptional cases, a combination of 90% can be authorized based on the established criteria. The student loan percentage cannot exceed 25% of the tuition fees. For high school students, the scholarship percentage cannot exceed 40% or, in exceptional cases, 50%, based on the established criteria.
- b. In the undergraduate Academic Talent Scholarship Program, the percentage of the scholarship cannot exceed 70% of the tuition fees. It can be complemented with up to a 20% student loan, reaching a total of 90% in student aid. For high school students, the scholarship percentage cannot exceed 60%.
- c. In the Student Talent Scholarship Program, the percentage of the scholarship cannot exceed the amount defined on the tabulator for each area. In exceptional cases, the Campus Director can decide to authorize, at the recommendation of the National Student Talent Scholarship Committee, a 100% scholarship for athletic activities, based on the criteria established and authorized by the Regional Vice President.
- d. In the Entrepreneurial Talent Scholarship Program, the percentage of the scholarship cannot exceed 70% of the tuition fees. It can be complemented with up to a 20% student loan, reaching a total of 90% in student aid. This program applies solely to the undergraduate level.
- e. In the Leaders of Tomorrow Scholarship Program, the scholarship percentage is 100% of the tuition fees. Moreover, it includes payment of the health insurance premium. This program applies only to undergraduate studies.

- f. In the External Funds Program, the scholarship percentage can be:
  - a. Up to 100% of external funds.
  - b. A combination of external funds and a percentage of financial aid awarded by Tecnológico de Monterrey.
- g. In the Socioeconomic Scholarship Program for Foreign Students, the scholarship percentage cannot exceed 40%, or, in exceptional cases, up to 50%, based on the established criteria. Student loans are not awarded in this program.
- h. In the Creative Talent Scholarship Program, the percentage of the scholarship cannot exceed 70% of tuition fees. It can be complemented with a student loan of up to 20%, reaching a total of 90% in student aid. This program applies solely to the undergraduate level, in the degrees defined according to the provisions of the article corresponding to the application requirements for this scholarship.



## CHAPTER III



# CHAPTER III

## Award of Scholarships and Student Loans

### Article 13

Each campus has a limited budget to award scholarships and student loans to the students who meet the established conditions and requirements.

### Article 14

At each campus, the collegiate bodies responsible for reviewing and evaluating scholarship applications, and the award of scholarships and student loans, are the committees for the diverse financial aid programs.

### Article 15

The entity responsible for awarding the Leaders of Tomorrow Scholarships is the National Leaders of Tomorrow Scholarship Committee, which will also assure that this aid is awarded impartially on the basis of an analysis of each of the applications submitted.

### Article 16

The campus' financial aid committees ensure that scholarships and student loans are awarded impartially, taking into consideration academic, athletic, artistic, leadership, creative and entrepreneurship aptitudes, in compliance with the criteria established herein.

### Article 17

The financial aid committees at each of the Tecnológico de Monterrey campuses will be made up of at least five participants, representing the academic and administrative or student affairs areas, as applicable.

The committees' main functions include reviewing and evaluating the applications and deciding on the allocation of the scholarship or student loan for each applicant.

### **Article 18**

Each campus awards different combinations of scholarship and student loan percentages based on:

1. The availability of the campus budget for each academic period.
2. Compliance with the criteria defined herein for each of the scholarship and student loan programs.

In the case of the Socioeconomic Scholarship, the percentages for the scholarship-student loan combinations are established by the Office of the Academic and Educational Innovation Vice Rector.

### **Article 19**

The Campus' Scholarships and Financial Aid Committee will inform each applicant of the outcome of his/her scholarship or financial aid application in the official system established for this purpose, on the date specified on the official calendar by the Office of the Academic and Educational Innovation Vice Rector, as long as the applicant has been admitted as a student and meets the established requirements.

### **Article 20**

The National Leaders of Tomorrow Committee will post the results of the application process on the registration system and ask the campuses to contact the student to inform him/her of the outcome of his/her application.

### **Article 21**

To award scholarships, the financial aid committees will evaluate the applicants' request for aid based on the following scholarship criteria, which are impartial and directly related, as applicable, to the applicants'



academic capacity and athletic, artistic, leadership, creative and entrepreneurship talents:

1. Socioeconomic Scholarship Program: awarded with the campus' resources on the basis of the proven economic situation of the applicant's family. Such need determines the franchise of the scholarship or student loan allocated.
2. Academic Talent Scholarship Program, Student Talent Scholarship Program (artistic, athletic and leadership activities) Entrepreneurial Talent Scholarship Program and Creative Talent Scholarship Program: awarded with the campus' resources, regardless of the student applicant's economic situation.
3. Socioeconomic Scholarship Program for International Students: awarded with the campus' resources to applicants who are not Mexican, taking into consideration the proven economic need of the applicant. Applicants must have the corresponding immigration form and have been living in Mexico for at least five years.

## **Article 22**

A socioeconomic scholarship awarded to high school students will continue to be valid if they wish to study an undergraduate degree at any campus and will be converted into a scholarship-student loan combination. The required conditions are:

- a. Have a minimum cumulative grade average of 85/100 on their transcript.
- b. Sign the letter of acceptance on the stipulated date and comply with the requirements set forth therein.

## **Article 23**

Tec High School students who have already been awarded a socioeconomic scholarship and want to study an undergraduate degree at any campus can request an increase in financial aid if they have a minimum cumulative grade average of 85/100 on their transcript. They must also complete a financial aid application, which includes payment of the fee established to cover the administrative costs of the process.

## **Article 24**

Applicants for the undergraduate level who have graduated from Tec High School must confirm their acceptance on the dates defined exclusively and preferentially for Tec High School students. Their scholarship for undergraduate studies at any campus will be guaranteed if they apply within the corresponding period. After this date, students can apply for aid, but it will not be guaranteed, since they will be applying together with external students and the award will be subject to the campus' budget.

Applicants who have graduated from Tec High School who wish to pursue their undergraduate studies at any of the campuses, and already have a socioeconomic scholarship, must confirm the scholarship acceptance dates and the conditions defined as exclusively and preferentially for Tec High School students set forth in Article 22. After this date, students can apply for financial aid, considering that its award cannot be guaranteed, since they will be applying together with external students and award is subject to the campus's budget.

## **Article 25**

Once financial aid (scholarship, student loan or a combination of both) has been allocated, applicants must confirm their acceptance of the financial aid awarded by paying the tuition deposit no later than 5 business days after the date of the decision, otherwise the aid awarded will be cancelled.

Students who have been awarded a student loan percentage must complete the formalization process based on the defined procedures, otherwise such aid will be cancelled.

## **Article 26**

Scholarships for the Academic Talent Program and the Student Talent Program awarded in high school cannot be automatically renewed for undergraduate studies, although students can reapply for these types of aid by following the established procedures.

Students who have been awarded a student loan percentage must complete the formalization process based on the defined procedures, otherwise such aid will be cancelled.

## **Article 27**

A student who is a beneficiary of the Leaders of Tomorrow Scholarship Program can transfer to another Tecnológico de Monterrey campus under special circumstances. The student must write a letter explaining the reasons so that both campuses can make a decision in this regard. The transferring students' living expenses will not be considered in the scholarship.

## **Article 28**

Scholarship holders can maintain their scholarship when they transfer from one campus to another. Once the transfer has been authorized by the scholarship director of the campus to which they wish to transfer and the scholarship director of their current campus, the students' files are transferred to the receiving campus. This guideline does not apply to students who hold a scholarship under the student talent program.

In the case of the Student Talent Program, scholarship holders in artistic and leadership activities can maintain their scholarship when transferring from one campus to another, as long as their transfer has been proposed Student Leadership and Development Director and authorized by the National Committee for Student Talent Scholarships. Scholarship holders in sports activities cannot maintain their scholarship when transferring from one campus to another.

## **Article 29**

The scholarship programs also apply to intensive courses, as long as the student beneficiaries meet the scholarship maintenance requirements and their scholarship status is regular.

## **Article 30**

Students who are beneficiaries of the Leaders of Tomorrow Scholarship Program can request an academic overload as of the fourth semester, as long as they have not failed any courses or educational units of more than 3 academic credits or the equivalent in academic units and have maintained a grade average greater than or equal to 85/100. The request must be

submitted in writing to their campus's Department of Scholarships and Financial Aid and be authorized by the Degree Program Director.

### **Article 31**

Student who are beneficiaries of the scholarship programs can participate in international exchange programs, as long as they comply with the academic requirements of the program and the collaboration agreement with the foreign institution stipulates that tuition costs must be paid at Tecnológico de Monterrey.

### **Article 32**

If for reasons beyond their control, students who are beneficiaries of a scholarship program have to suspend their studies, they must go to their campus' Financial Aid Office to request the maintenance of their scholarship for a subsequent period. If they require an extension for an additional period, they must submit a letter addressed to the Financial Aid Committee, who will review the case and inform the student of their decision. In the Leaders of Tomorrow Program, cases will be reviewed by the National Committee for Leaders of Tomorrow Scholarships.

If students defer their enrollment without notifying the Financial Aid Office in advance, their scholarship will be cancelled. In all cases, their readmission will be subject to the admission regulations in effect.

### **Article 33**

Students can apply for an increase in financial aid, owing to financial need, through the procedure established for this purpose. If authorized, a supplement will be awarded with a student loan.

Students who have been assigned a socioeconomic scholarship can apply for an increase in financial aid in the event that the family's proven financial need has changed from that initially reported, following the procedure established for this purpose.

However, financial aid will not be increased in any of the scholarship programs for academic performance, student talent development or any other type of talent development.

#### **Article 34**

The campuses can update the socioeconomic status of students at any time to corroborate the family's economic situation and decide whether to continue to award the same total percentage of financial aid.

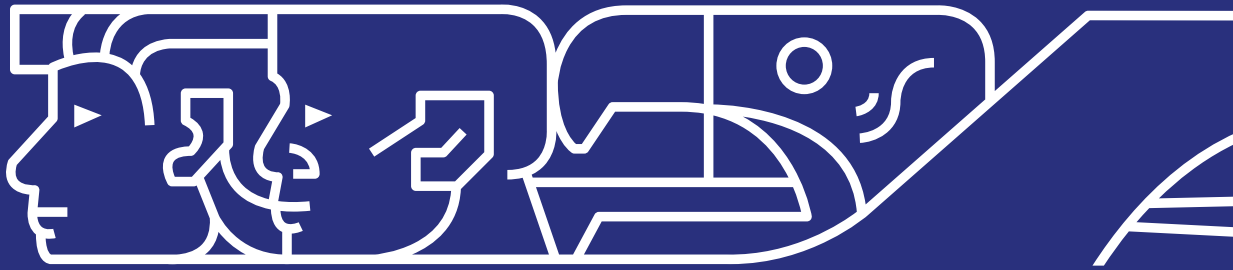
#### **Article 35**

Students can apply for a temporary student loan as long as they can demonstrate exceptional economic need (unemployment, temporary disability, etc.). In this case, the maximum duration of the aid will be one semester. The student applicant must fill out the financial aid application form online and follow the complete process, including payment of the fee established to cover the cost of the process. Temporary student loans apply only to undergraduate students.

#### **Article 36**

A graduate from an undergraduate degree program who applies for a type of scholarship to study another undergraduate degree program is not a candidate for receiving such aid.





## CHAPTER IV





# CHAPTER IV

## Requirements for obtaining scholarships and student loans

### Article 37

New Tec High School students who are applying for a Socioeconomic Scholarship must meet the following requirements:

1. Fill out an online financial aid application form and follow the complete process, including payment of the fee to cover the administrative cost of the process.
2. Have a minimum cumulative grade average of 85/100 in junior high school and a minimum of 1050 points on the latest version of the Academic Aptitude Test, or the equivalent score on previous editions authorized by the Institution.
- 3.

### Article 38

Tec High School graduates who are applying for financial aid to study an undergraduate degree must meet the following requirements:

1. Fill out an online financial aid application form and follow the complete process, including payment of the fee to cover the administrative cost of the process.
2. Have a minimum cumulative grade average of 85/100 on their high school transcript.

### Article 39

Applicants to the International Student Scholarship Program for new undergraduates must meet the following requirements:

1. Fill out an online financial aid application form and follow the complete process, including payment of the fee to cover the administrative cost of the process.

2. Have a minimum cumulative grade average of 85/100 on their high school transcript and a minimum of 1300 points on the Academic Aptitude Test, or the equivalent score on previous editions authorized by the Institution.

### **Artículo 40**

Applicants to the Socioeconomic Scholarship Programs who are reentry students at the high school and undergraduate levels must meet the following requirements:

1. Fill out an online financial aid application form and follow the complete process, including payment of the fee to cover the administrative cost of the process.
2. Have a minimum cumulative grade average of 85/100 on their transcript.

### **Article 41**

New undergraduate students who are applying for a Socioeconomic Scholarship and come from a high school that does not form part of Tecnológico de Monterrey must meet the following requirements:

1. Fill out an online financial aid application form and follow the complete process, including payment of the fee to cover the administrative cost of the process.
2. Have a minimum cumulative grade average of 85/100 on their high school transcript and a minimum of 1300 points on the Academic Aptitude Test, or the equivalent score on previous versions authorized by the Institution.

### **Article 42**

Applicants to the Leaders of Tomorrow Scholarship Program must meet the following requirements:

1. Submit their application through Tecnológico de Monterrey's website, in the call for applications to the Leaders of Tomorrow Scholarship Program.

2. Complete the tests defined in the program, which can be found on the aforementioned website.
3. Have a final cumulative grade average for high school greater than or equal to 90/100 and obtain a score greater than or equal to 1360 points on the latest version of the Academic Aptitude Test, or the equivalent on previous versions authorized by the Institution.
4. Prove their 100% need for financial aid to cover the tuition fees for undergraduate studies at Tecnológico de Monterrey.
5. Provide evidence of their leadership and social awareness profile through projects in which they have participated.
6. Be selected in the Leaders of Tomorrow Call for Applications for obtaining the highest grade average, highest score on the Academic Aptitude Test, and having a leadership and social awareness profile, and proven economic need to study an undergraduate degree at Tecnológico de Monterrey.

Applicants who participate in this program are exempt from paying the financial aid application fee.

### **Article 43**

Applicants to the Academic Talent Scholarship Program must meet the following requirements:

1. Be admitted to the academic period corresponding to the current call for applications.
2. Submit their application through Tecnológico de Monterrey's website, in the call for applications to the Academic Talent Scholarship Program, no later than the set deadline.
3. Obtain a first-try score on the Academic Aptitude Test greater than or equal to 1360 points for the undergraduate level and 1,200 for high school, or the equivalent score on previous versions authorized by the Institution.
4. Obtain a final grade average greater than or equal to 90/100 in the previous academic period on their transcript, in accordance with the rules of the call for application defined on the website mentioned in point 2.
5. Pay the tuition deposit on the date stipulated in the call for applications in effect.

6. Be selected in the Academic Talent Call for Applications for obtaining the highest grade average and highest score on the Academic Aptitude Test.
7. Complete at least one semester at the campus that awarded the scholarship.

#### **Article 44**

Applicants to the Student Talent Scholarship Program must meet the following requirements:

1. Submit their application through Tecnológico de Monterrey's website, in the call for applications to the Student Talent Scholarship Program.
2. Complete the tests defined in the program, which can be found on the aforementioned website.
3. Provide evidence of their student talent.
4. Be selected in the Student Talent Call for Applications.
5. Be admitted to the corresponding academic level and comply with the academic standard established for the Student Talent Scholarship Program. In exceptional cases, the National Committee for Student Talent Scholarships can authorize the award of scholarships to re-entry students based on the defined criteria and following the procedure established for this purpose.

#### **Article 45**

Applicants to the Entrepreneurial Talent Scholarship Program who graduated from Tec High School or an external high school and are entering the undergraduate level must meet the following requirements:

1. Be a first-entry applicant to the first semester of an undergraduate degree.
2. Submit their application through Tecnológico de Monterrey's website, in the call for applications to the Entrepreneurial Talent Scholarship.
3. Have an entrepreneurship project with at least one prototype of the product or service to be developed.
4. Be admitted to the undergraduate level.
5. Be selected in the Entrepreneurial Talent Call for Application.

## **Article 46**

Applicants to the Creative Talent Scholarship Program who graduated Tec High School or an external high school and are entering the level must meet the following requirements:

1. Be a first-entry applicant to the first semester of an undergraduate degree from the area of Creative Studies or Built Environment. This apply to the Civil Engineering degree.
2. Submit their application through Tecnológico de Monterrey's website in the call for applications to the Creative Talent.
3. Have at least two projects of their own authorship in the following areas: audiovisual, spatial, graphic and visual, textual and writing, sound and music.
4. Be admitted to one of the programs mentioned in point 1.
5. Be selected in the Creative Talent Call for Applications.

## **Article 47**

The requirements for applying for a student loan in any undergraduate program are:

1. Fill out a financial aid application online and follow the complete process, including payment of the fee established to cover administrative costs.
2. Not have been placed on academic probation by the Office of the Registrar.
3. Not have any other external financial aid.
4. Have a grade average in their curriculum of at least 70/100.
5. Have a guarantor for the formalization of the student loan.

## **Article 48**

Once the scholarships have been awarded, applicants who have applied simultaneously to more than one scholarship program must choose which program best meets their interests.

If applicants apply simultaneously to more than one scholarship program, once such scholarships have been awarded, they must choose the one

that best suits their interests, including scholarships from external funds in which Tecnológico contributes a percentage.



## CHAPTER V





# CHAPTER V

## Requirements for Maintaining Scholarships and Educational Loans

### Article 49

Students must meet the following general maintenance requirements in any of the scholarship programs:

1. Pass all the courses or educational units taken in the academic period or intensive courses.
2. Complete their scholarship-holder service, in accordance with the provisions of each scholarship program.

### Article 50

A requirement for maintaining the scholarship in the Socioeconomic Program is that students must study, in each academic period, a full academic load with the courses or educational units corresponding to their curriculum and obtain a final grade average equal to or higher than 85/100 in the academic period or intensive courses then ending.

### Article 51

A requirement for maintaining the scholarship in the Academic Excellence Program is that students must study, in each academic period, a full academic load with the courses or educational units corresponding to their curriculum and obtain a final grade average equal to or higher than 85/100 in the academic period or intensive courses then ending.

### Article 52

A requirement for maintaining the scholarship in the Academic Merit Program is that students must study, in each academic period, a full academic load with the courses or educational units corresponding to

their curriculum and obtain a final grade average equal to or higher than 85/100 in the academic period or intensive courses then ending.

### **Article 53**

A requirement for maintaining the scholarship in the Academic Talent Program is that students must study, in each academic period, a full academic load with the courses or educational units corresponding to their curriculum and obtain a final grade average equal to or higher than 85/100 in the academic period or intensive courses then ending

### **Article 54**

A requirement for maintaining the scholarship in the Student Talent Program is that students must maintain a status defined as regular according to the procedure established for these activities, participate actively on the team or representative activity in which they participate, and complete their scholarship-holder service in activities related to their student talent.

Scholarships for athletic activities will be awarded for a maximum of two semesters in addition to the official duration of the degree program, as of the initial enrollment at the undergraduate level, and up to seven semesters in high school. This is subject to maintaining eligibility to participate in the student forums in which Tecnológico de Monterrey participates.

The duration of scholarships for artistic activities and leadership will be three years at the high school level and up to five years at the undergraduate level. In order to maintain the artistic and leadership activities scholarship, students must obtain a final grade average for the academic period or intensive course then ending equal to or higher than 80/100.

### **Article 55**

A requirement for maintaining the scholarship in the Entrepreneurial Talent Program is that students must study a minimum academic load of 12 academic credits or the equivalent to 32 educational units in the semester, obtain a final grade average equal to or higher than 80/100 in the academic period or intensive courses then ending and demonstrate a satisfactory performance in the program's activities.

## **Article 56**

A requirement for maintaining the scholarship in the Creative Talent Program is that students must study a full academic load with the courses or educational units corresponding to their curriculum, obtain a final grade average equal to or higher than 80/100 in the academic period or intensive courses then ending, and demonstrate a satisfactory performance in the program's activities.

## **Article 57**

To maintain the scholarship in the Leaders of Tomorrow Program, students are required to:

- a. Study, in each academic period, a full academic load with the courses or educational units corresponding to their curriculum.
- b. Obtain a final grade average, in the academic period or intensive courses then ending, equal to or higher than 85/100.

## **Article 58**

Students who are beneficiaries of the Leaders of Tomorrow Scholarship Program must participate in the academic follow-up program established by the campus.

It is also recommended that they:

- a. Carry out volunteering activities in order to contribute to the scholarship reciprocity fund, Leader to Leader, to benefit young Mexicans, with similar characteristics, who require an opportunity to study.
- b. Participate in activities or projects that seek to enhance people's quality of life.

## **Article 59**

Students who are beneficiaries of the Socioeconomic Scholarship Program, Academic Talent Scholarship Program, Leaders of Tomorrow Program and the Socioeconomic Scholarship Program for Foreign Students can drop, according to the process established for this purpose, courses or educational units with a maximum of three academic credits

or the equivalent in academic units per semester, and during their entire degree program, a maximum of nine academic credits or the equivalent in academic units.

### **Article 60**

When students who are beneficiaries of any Scholarship Program consider changing to another degree program, they must write a letter to the campus' Financial Aid Committee explaining their reasons so that the change can be documented and authorized by the same. The committee will give its authorization to change to another degree program as long as the number of additional courses or educational units to be studied, owing to the change, is less than or equal to 36 academic credits or the equivalent in academic units in relation to the original program for which the scholarship was awarded.

### **Article 61**

The requirements for maintaining a student loan when students do not have a scholarship-student loan combination are:

- a. Students must have completed the student loan formalization process.
- b. Students cannot have been placed on academic probation by the Office of the Registrar.
- c. Students must be current in the payments agreed upon when they received the financial aid.

If students fail to meet the aforementioned requirements, their student loan will be cancelled.

### **Article 62**

Scholarship-holder service must be carried out as follows:

- a. Scholarship-holder service begins as of the second week of classes of the semester and ends in the penultimate week of classes.
- b. Provide five hours per week of scholarship-holder service or clinics during the semester.
- c. Provide two hours per week of scholarship-holder service for each

- 3-academic-credit course or educational units, or the equivalent in academic units, studied during the summer or winter period.
- d. Scholarship-holder service under the Student Talent Program is carried out through the student's participation in the activities defined for this purpose at the Campus.
  - e. Scholarship-holder service under the Entrepreneurial Talent Program is carried out through the student's participation in the entrepreneurship activities defined for this purpose.

Scholarship holders who are studying the last period of their undergraduate degree are exempt from performing scholarship-holder service. This condition does not apply to scholarship holders from the student talent, entrepreneurial talent and leaders of tomorrow programs.

### **Article 63**

Students can have the following status regarding their scholarship-holder service:

- a. Regular. When students have satisfactorily fulfilled their scholarship-holder service in the semester then ending.
- b. Non-fulfillment. When students did not fulfill their scholarship-holder service satisfactorily. They will be informed of this status in writing.

### **Article 64**

Students participating in a scholarship program can have one of the following statuses regarding their scholarship, according to the conservation table corresponding to their scholarship program:

- a. Regular: when the student satisfactorily meets the requirements established for maintaining the scholarship program.
- b. Subject to probation: when the student has one noncompliance of these regulations. The student receives a written noncompliance warning and continues with his/her scholarship.
- c. Probation: when the student has one or more noncompliance of these regulations.  
A written warning is sent to the student. The student continues with the scholarship.

- d. **Reduction:** as a result of repeated noncompliance, the student's scholarship is reduced by 10%. Students can write a letter to the committee requesting a 10% increase in the scholarship so as not to affect their finances. This request requires the authorization of the Scholarship and Financial Aid Committee. In the cases of scholarships with Reduction status, the scholarship percentage does not change from the initial percentage.
- e. **Cancellation of the scholarship:** the definitive interruption of the aid owing to unsatisfactory academic performance and after having the aforementioned statuses.

## Article 65

Faults that have repercussions on the status of a scholarship are as follows:

- a. Non-fulfillment of scholarship-holder service.
- b. Failing a course or educational unit in the following:
  - High school and undergraduate students enrolled in pre-2019 curricula, the number of courses failed in the period is equal to the same number of faults.
  - Undergraduate students enrolled in 2019 and subsequent curricula, the number of faults will be calculated according to the total academic credits failed in the period, considering the following equivalence table:

Number of academic credits failed	Number of faults
1	0
2 to 4	1
5 to 7	2
8 to 10	3
11 to 18	4

- c. Obtaining a grade average lower than the one established for maintaining a scholarship in the corresponding program.

When students obtain failing grades in intensive courses, only the number of courses or educational units failed will be considered as faults, calculated according to the criteria defined in point b.

## **Article 66**

Students enrolled in an undergraduate double degree and who benefit from a scholarship program:

1. Accept that the financial aid allocated is for the number of academic credits of their primary academic program. However, they can enjoy an extension of the same financial aid allocated up to the maximum authorized for the programs included in Appendix I, which can be used to cover the credits of the secondary program, as long as they meet the requirements in effect for maintaining financial aid; this replaces the provisions contained in article 60.
2. Accept that the scholarship allocated corresponds solely to the primary academic program, subject to the provisions in effect in the Regulations on Scholarships and Student Loans for High School and Undergraduate Students.
3. Can use the extension of their scholarship to study educational units from their secondary program simultaneously. Students will obtain both undergraduate degrees at the same time, as long as they fulfill the graduation requirements of both programs.
4. Can apply for temporary financial aid applicable to the program of their choice, complying with the established requirements.
5. Can apply for complementary financial aid, which, if authorized, will be awarded as a student loan.

## **Article 67**

Students enrolled in an undergraduate degree, who benefit from a scholarship program and apply for a financial-aid extension for their undergraduate double degree program, must fulfill the following requirements:

1. Have a minimum cumulative grade average of 85/100.
2. Have completed their scholarship-holder service in their current program, where appropriate.

3. Not have failed any courses in the degree program in which they are enrolled.
4. Have submitted the financial aid application to be evaluated by the campus's Financial Aid Committee.

The campus's Financial Aid Committee will inform applicants of the result of their application.

### **Article 68**

Students enrolled in an undergraduate double degree program, who apply for financial aid, must fulfill the following requirements:

1. Have a minimum cumulative grade average of 85/100.
2. Not have failed any courses in the degree program in which they are enrolled.
3. Have submitted the financial aid application to be evaluated by the campus's Financial Aid Committee.

The campus's Financial Aid Committee will inform applicants of the result of their application.

### **Article 69**

If students do not meet the scholarship maintenance requirements, they can maintain their eligibility on a probationary level during the following semester, depending on: the scholarship-holder service evaluation, the number of courses or educational units failed, the grade average obtained in the semester or intensive summer courses, and the previous status, according to the corresponding scholarship maintenance table for the corresponding scholarship program.

- a. Scholarship maintenance table for: Socioeconomic Scholarship Programs, Academic Talent Scholarship Programs, Creative Talent Scholarships, External Funds Scholarship Programs and Socioeconomic Scholarship Programs for International Students.



Condición	Student's previous status in the scholarship program			
	Regular	Probation	Reduction	Cancellation of the scholarship
No faults	Regular	Regular	Regular	Not applicable
One fault	Probation	Reduction	Cancellation	Cancellation
Two faults	Reduction	Cancellation	Cancellation	Cancellation
Three or more faults	Cancellation	Cancellation	Cancellation	Cancellation

b. Scholarship maintenance table for the Leaders of Tomorrow Scholarship Programs.

Semester grade average	Regular	Subject to Probation	Probation	Committee Review	Cancellation of the scholarship
Average > 85 no courses or educational units failed	Regular	Regular	Regular	Regular	
Average > 85 and fail 3 academic credits or the equivalent in academic units in courses or educational units.	Subject to Probation	Probation	Committee	Cancellation of the scholarship	Cancellation of the scholarship
Average > 85 and fail 6 or more academic credits or the equivalent in academic units in courses or educational units.	Probation	Committee	Cancellation of the scholarship	Cancellation of the scholarship	Cancellation of the scholarship
Average > 85 and no courses or educational units failed.	Subject to Probation	Probation	Committee	Cancellation of the scholarship	Cancellation of the scholarship
Average < 85 and fail 3 academic credits or the equivalent in academic units in courses or educational units.	Probation	Committee	Cancellation of the scholarship	Cancellation of the scholarship	Cancellation of the scholarship
Average < 85 fail 6 or more academic credits or the equivalent in academic units in courses or educational units.	Committee	Cancellation of the scholarship	Cancellation of the scholarship	Cancellation of the scholarship	Cancellation of the scholarship

## c. Scholarship maintenance table for the Sports Scholarship Programs

Evaluation for the current period		Scholarship status for the current period/ Scholarship status for the following period		
Academic Standing	Sports Evaluation	Regular	Probation	Committee
Regular	Compliance	Regular	Regular	Regular
Regular	Non Compliance	Probation	Committee	Cancelled
Probation	Compliance	Probation	Committee	Cancelled
Probation	Non Compliance	Committee	Cancelled	Cancelled

When the scholarship status is “Committee”, it means that the Student Talent Scholarship Committee will evaluate the student’s situation and determine whether the new scholarship status is “probation” or “cancelled”.

## d. Scholarship maintenance table for the Artistic and Leadership Scholarship Programs.

valuation for the current period		Scholarship status for the current period/ Scholarship status for the following period			
Academic Standing	Artistic/ Leadership Evaluation	Regular	Subject to probation	Probation	Reduction
No faults	Compliance	Regular	Regular	Regular	Regular
One fault	Compliance	Subject to probation	Probation	Reduction	Reduction
Two faults	Compliance	Probation	Reduction	Committee	Cancelled
Three or more faults	Compliance	Probation	Committee	Committee	Cancelled
No faults	No Compliance	Probation	Probation	Committee	Cancelled
One fault	No Compliance	Reduction	Reduction	Cancelled	Cancelled
Two faults	No Compliance	Reduction	Committee	Cancelled	Cancelled
Three or more faults	No Compliance	Committee	Cancelled	Cancelled	Cancelled

When students with a student talent scholarship for artistic or leadership activities obtain Academic Probation Standing, as ruled by the Office of the Registrar, their situation will be reviewed by the campus’s Academic Talent Scholarship Committee to determine whether the student’s scholarship will be reduced or cancelled in the following period.

The student performance evaluation in sports, artistic or leadership activities will be conducted in accordance with the processes established at the institution for this purpose and the score is expressed in whole numbers, on a scale of one to 100.

For the purposes of these regulations, the following scores will be considered to evaluate student compliance in sports, artistic or leadership activities:

1. Compliance: if they obtain a score of at least 85/100 points.
2. Noncompliance: if they obtain a score of 84/100 points or less.

### **Article 70**

Students whose scholarship percentage is reduced can request an increase of their student loan of up to 25%.





## CHAPTER VI



# CHAPTER VI

## Participants' Rights and Obligations

### Article 71

Obligations of Tecnológico de Monterrey:

- a. Allocate the relevant resources to financial aid for the period for which the scholarship was awarded and up to one additional consecutive period in the case of the Academic Talent Scholarship Program.
- b. Inform scholarship holders through the Student Portal before the following academic period when a scholarship has to be placed on probation or cancelled.
- c. Cancel any scholarship application or award when the student, scholarship holder, institution or organization provides false or incomplete information or documentation.
- d. Verify at any time compliance with the obligations set forth herein and with any other applicable administrative provisions.

### Article 72

Obligations of the scholarship holder, apart from fulfilling the objective of the scholarship:

- a. Sign the documentation that formalizes the scholarship or student loan.
- b. Participate every semester in the activities established by the campus to maintain the scholarship or student loan.
- c. Maintain the minimum grade average stipulated in the scholarship or student loan awarded.
- d. Fulfill the obligations set forth herein and any other applicable administrative provisions.
- e. In the case of scholarship holders from the Leaders of Tomorrow Scholarship Program, punctually request, when necessary, the suspension of the scholarship for one period and its reactivation.

- f. Review every semester the renewal status of the scholarship through the Student Portal.

### **Article 73**

All scholarship applicants or holders must behave in a manner that is consistent with the values established in the Vision, Code of Ethics and culture of Tecnológico de Monterrey. If scholarship applicants or holders incur in an offense, their financial aid or application for financial aid will immediately be suspended and, when applicable, sent to a Committee appointed by the Office of the Academic and Educational Innovation Vice Rector for analysis. The Committee will review the evidence and issue a final decision on whether or not it is feasible for such students to proceed with their financial aid application process or continue with the assigned financial aid.

### **Article 74**

The Academic and Educational Innovation Vice Rector of Tecnológico de Monterrey will determine the appropriate solution to any situation that is not specified in these regulations.

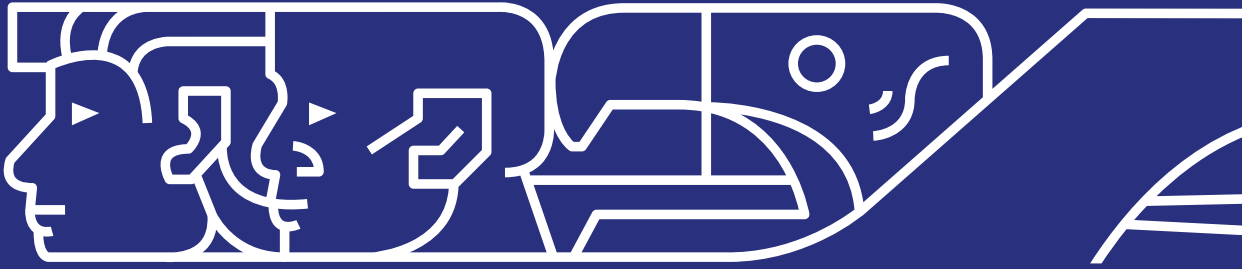


# TRANSITORY ARTICLES

**ONE.** These regulations came into force on August 1, 2021.

**TWO.** For the cases that could be deemed transitory, students will submit their request for consideration in writing to the Director of Scholarships and Financial Aid of the campus to which they belong, explaining and justifying the reasons for which they consider that they are an exception for the purposes of the transitory nature of these provisions.





## APPENDIX



## APPENDIX

<b>Financial-aid extension for undergraduate double degrees</b>		
Primary undergraduate degree	Secondary undergraduate degree	Extension of a student loan for the same financial aid allocated to their undergraduate degree
LRI	LTP	36
LEC	LTP	39
LEC	LRI	36
LED	LRI	41
LED	LEC	42



This book presents information on the 2020 **Regulations on Scholarships and Student Loans for High School and Undergraduate Students** of Tecnológico de Monterrey.

Its content reflects the information available in official media at the time of its publication.

Tecnológico de Monterrey reserves the right to modify the content at any time without prior notice and will not be responsible or liable for any declared, implied or inferred obligation derived from the information contained herein.

The electronic version of this publication is available at Portal Mi Espacio  
(<https://miespacio.itesm.mx>).

Edited and published by:  
The Department of Academic Regulations of the Office of the Academic Vice Rector.



TECNOLÓGICO DE MONTERREY