

Guidelines for Scholarship Awarding for Academic Events by CIESS

Chapter I. General Provisions

Section 1. These Guidelines are general and mandatory provisions for head members, associates and subscribing members of the Inter-American Conference on Social Security (CISS) aspiring to obtain or who have already been granted a Scholarship or benefits under these regulations.

Section 2° Scholarships shall be governed under Title VII. "Scholarships" of CISS Financial Regulations.

Section 3° Inter-American Center for Social Security Studies (CIESS) Scholarships, whenever academic events are held at CIESS venue, consist of:

- I. Enrollment fee;
- II. Training;
- III. Accommodation; and
- IV. Meals.

Section 4° Whenever events are not held at CISS venue, Scholarships shall be granted as determined by the sponsoring Institution.

Section 5° Scholarships do not include the learning materials that may be required for a given academic event.

Chapter II Criteria.

Section 6° Only head members, associates and subscribing members whose fees have been paid on time shall be entitled to Scholarship awarding.

Section 7° CISS members who have not paid their fees on time may only have participants enrolled at academic events by paying their expenses in full.

Section 8° Scholarship applications shall be submitted in writing, 2 weeks before the event is held. All applications shall state the following:

- I. Member applying for a Scholarship.
- II. Event for which a Scholarship is being requested.
- III. Event dates.
- IV. Type of requested Scholarship.
- V. Information on the Scholarship beneficiary.
 - a. Full name.
 - b. Address.
 - c. Contact information.
 - d. Nationality.

- e. Education (school degree).
- V. Name of the agreement executed with a sponsoring institution, if applicable.
- VI. Signature affixed on the letter of intent provided by CISS.

Chapter III. Types of Scholarships.

Section 9° CISS head members may apply to two Scholarships per each academic event hosted by the Inter-American Center for Social Security Studies (CIESS). One Scholarship shall be awarded in full (100%) and the other one, in half (50%).

Section 10° Associates and subscribing members shall be entitled to have ten Scholarships awarded per CIESS school year to attend academic events held at CIESS venue. Out of these ten Scholarships, five shall be awarded in full (100%) and the five, in half (50%).

Associates and subscribing members may opt to exchange five half Scholarships for two full Scholarships and one half Scholarship, i.e., seven point five Scholarships in total at the most.

Chapter IV Obligations.

Section 11. CISS shall have the obligations below:

- I. To release the established funds.
- II. To notify Scholarship participants of any changes to the Scholarship amounts or to the Scholarship itself.
- III. To notify the recipient institution of any changes to the Scholarship amounts or to the Scholarship itself.
- IV. To request the documentation listed in Chapter 11 hereunder.
- V. To suspend a Scholarship or grant in the cases listed in Chapter V hereunder.
- VI. To cancel a Scholarship or grant whenever an applicant, Scholarship or peer provides inaccurate information or forged documentation.

Section 12. Scholarship holders shall have the obligations below:

- I. To start and complete the approved program or project on the agreed date (if applicable).
- II. To be subject to and observe the procedures and follow-up criteria established by CISS and, more particularly, CIESS, and any others listed under the letter of intent.
- III. To keep the school or performance quality by observing the academic and administrative regulations.
- IV. To observe the laws, regulations, customs and practices at the destination country, and to refrain from taking part in any political event.
- V. To be subject to the terms established for documentation submission.
- VI. To provide truthful information under the Scholarship application.

- VII. To be subject to the rules of CISS authorities.

Chapter V. Scholarship Amendments, Cease, Cancellation and Completion.

Section 13. Any amendments to approved or developing Scholarships shall be allowed with CISS express authorization and, where applicable, by CIESS.

Section 14. Scholarships may be ceased in the following scenarios:

- I. Whenever a Scholarship holder fails to perform his or her obligations under the Scholarship Awarding document.
- II. At the request of the Scholarship holder, with the authorization of a domestic or foreign institution.
- III. Whenever the Scholarship holder requests a temporary leave, whether medical or other type of leave due to a force majeure event, which is to be reasonable and supporting documentation is to be provided on the matter.
- IV. When established by CISS authorities due to a force majeure event, in which case, the institution of origin is to be advised.

Section 17. Scholarships may be canceled in the following scenarios:

- I. Death of the Scholarship holder.
- II. Due to a mental or physical disability or any other force majeure event that prevents a Scholarship holder from continuing its studies or project for which a Scholarship was granted.
- III. In the event there is missing or false information as well as forged documentation provided by the Scholarship holder which leads to error in the decisions made to award a Scholarship during the Scholarship awarding process, during its formalization or during the Scholarship term.
- IV. Whenever a domestic or foreign institution or body requests its cancellation expressly and reasonably.
- V. Whenever the Scholarship holder expressly waives to the Scholarship benefits with a notice expressly waiving these benefits delivered to the Institution of origin.
- VI. Whenever a Scholarship holder unilaterally ceases its studies under a training sponsored by a Scholarship and with no reasonable cause, or ceases the project development sponsored by any other type of Scholarship.
- VII. Whenever a Scholarship holder fails to remedy a breach that resulted in ceasing a Scholarship or grant within the required term.
- VIII. Whenever the Scholarship holder has been convicted to prison through a final ruling without being entitled to exchanging a conviction or in the event an arrest warrant has been filed against him or her.
- IX. Whenever the Scholarship holder fails to perform any of his or her obligations hereunder.
- X. At the reasonable criteria of CISS and CIESS authorities.

In all cases above, CISS shall report this decision to the Scholarship holder or the Institution of origin, as appropriate.

Section 18. The Scholarship holder shall be responsible for directly obtaining the relevant immigration permits to stay at the recipient country.

Section 19. Once the institution of origin has been notified, CISS shall not be responsible before the Scholarship holder.

Section 20. In those unforeseen cases or in case of doubt on the enforcement of these guidelines, these shall be addressed jointly by the CISS Management and the Chief Management and Finance Officer.