

## DOCUMENTATION REQUIRED FOR FINANCIAL AID APPLICATIONS

In order to receive a decision on a financial aid application by the set deadlines, please attach all the documents listed, ensuring that they are complete and legible. The Financial Aid Committee reserves the right to deliver their decision at a later date if they discover, during the documentation review process and the socioeconomic study, that documents are missing or there are any inconsistencies in the information provided.

**Please prepare the following documents so you can upload them to your application and present them during the socioeconomic study:**

### INCOME

Proof of income is required **for all contributors to the family's income** from the diverse sources described in the application form.

- a. Contributors who are employees must submit:
  - The last four pay slips and proof of income from fringe benefits, bonuses, Christmas bonus, vacation premium and/or savings fund.
- b. Contributors who are unemployed must submit:
  - A letter of proof of employment from the last company, business or institution where they worked, indicating the amount of the last salary they received and total severance pay.
  - A letter from the contributor justifying the monthly income flow and its source.
- c. Contributors who are pensioners must submit:
  - The last four pension receipts or statements for the account where the pension is deposited.
- d. Contributors who have their own business must submit:
  - A copy of the business's last annual income tax return.
  - A letter certifying the contributor's yearly personal income (not from the business) issued by an accountant or notary public.
- e. Contributors who are self-employed must submit:
  - A copy of the last annual income tax return.
  - A letter certifying the contributor's yearly personal income issued by an accountant or notary public.

f. Contributors who receive spousal/child support must submit:

- A copy of the last two monthly statements for the account where the spousal/child support is deposited or a letter that justifies the monthly income flow.

g. Contributors who receive income from leasing moveable and immovable assets must submit:

- Two recent receipts, no more than six months old. If the contributor does not have any receipts, please attach a letter of justification in Word format.

h. Contributors with another source of income must submit:

- A letter signed by an authority figure (mayor, auxiliary judge, communal land or village commissioner) or a letter signed by the contributor or person responsible for paying the school fees, specifying the source or type of income and the monthly and annual amounts.

## **FINANCIAL ASSETS**

Copy of bank statements for the last two months or proof of financial assets, such as: investments, certificates of deposit, time deposits, shares, check accounts, savings accounts, educational investment certificates, etc.

## **FINANCIAL AID APPLICATION FEE RECEIPT**

Copy of the receipt for the \$750 MXN financial aid application fee, which can be paid through the following options:

- Electronic transfer
- Credit card
- At the Campus's treasury department

## **LETTER OF REASON FOR NEEDING AID**

Freely written letter specifying the reason for requesting financial aid. It is important to describe in detail the circumstances and duration of the family's financial need.

## **LETTER OF COMMITMENT**

This letter is generated within the financial aid application. It **must be signed** by the applicant and his/her parent or guardian, then scanned and uploaded to the same system.

**In addition, please present the following documents during the socioeconomic study (you do not have to upload them to your application):**

### **FINANCIAL DOCUMENTATION FOR THE HOUSEHOLD AND UTILITY BILLS**

All outgoings or expenses recorded in the application must be proved by means of a receipt. If you do not have any of these receipts, please attach a letter of justification in Word format.

Two recent receipts that are no more than six months old for:

- Rent or
- Mortgage payments

Two recent receipts that are no more than six months old for each of the following services:

- |                           |               |
|---------------------------|---------------|
| • Water                   | • Internet    |
| • Landline telephone      | • Gas         |
| • Cell phone              | • Electricity |
| • Subscription television |               |

### **FINANCIAL DOCUMENTATION FOR MEDICAL EXPENSES AND INSURANCE POLICIES**

Receipts for medical fees and expenses that are no more than six months old related to the medical treatment of serious and/or recurrent diseases for any of the family members (cancer, diabetes, hypertension, etc.).

Receipt for the annual payment or receipts for two partial payments that are no more than six months old for:

- |                     |                    |
|---------------------|--------------------|
| • Life insurance    | • Home insurance   |
| • Vehicle insurance | • Health insurance |