

Upward Bound Stipend Requirements

Upward Bound Participant,

We are looking forward to a successful and smooth academic year. The following is a reminder of stipend requirements that you are agreeing to by participating in TRIO Upward Bound (UB). Your requirements have deadlines (usually the last day of the month) and meeting these deadlines will determine the amount of the monthly stipend that you earn. Stipends are up to \$40.00/month during the academic year and \$60.00/month during the summer months.

*****PLEASE NOTE THAT PROBATIONARY STUDENT REQUIREMENTS MIGHT DIFFER IN ALL CATEGORIES LISTED BELOW. *****

GRADES/ G.P.A

You must maintain a 2.5 grade point average (G.P.A) every grading period. If your G.P.A. drops below a 2.5 in any grading period, you will be placed on academic probation until it improves.

TUTORING & TUTORING LOGS

Online tutoring is mandatory, two days a week, to ensure that you are maintaining academic requirements for Upward Bound. Afterschool sessions will be held for students at select times to complete their tutoring hours.

REPORT CARDS & PROGRESS REPORTS

You are required to turn in a copy of your report cards and progress reports within one week of it being issued. However, you have until the end of the month the reports are issued to turn in the information before it counts against you.

COMMUNITY SERVICE

You are **required** to participate in at least one community service project (totaling at least 8 hours) for each semester, during the academic school year. You may arrange and/or choose your own projects, but you must first get approval from Upward Bound. UB will offer opportunities each semester for you to acquire your hours. Your required hours are due by December 1st of the first semester and April 5th of the second semester. **You must participate in UB community service if your hours are not obtained by the deadlines.** Any community service completed outside of UB must be signed off (*only on an UB service form*) by the appropriate project leader. It is your responsibility to obtain the appropriate form from UB staff. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

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ACT and COMPASS TESTS

You are required to take at least 3 official ACT tests while in the UB program. You must take one in the 2nd semester of your junior year and one each semester of your senior year. **If you score a 21 or above by your 1st test your senior then (and only then) will you not have to take it a 3rd time.** You may take the ACT additional times, but it will be at your own expense. You must provide the Upward Bound Program with a copy of your ACT/COMPASS test scores within one week of receiving them. You will do this EACH time you take one of these entrance exams.

COMMUNICATIONS

You are required to be in contact with an Upward Bound staff member on a bi-weekly basis, whether it be in person at school, by phone, office visit, or check-in via google hangout, following the specific rules of checking in. Every week, by Wednesday, if you have not had any contact with a Success Coach, it is **your responsibility** to make sure you have checked in by the end of the school week, to verify if you missed any important information.

ATTENDANCE

You are required to attend **ALL** Saturday and weekly meetings that are offered by Upward Bound. These meetings are **MANDATORY** and there will be no exceptions for *unexcused absences. You must have a valid reason for missing UB events. You must provide documentation or proof for your excused absence. **You (not your friend or parent) must personally contact the Upward Bound office in advance, to get excused and to schedule a make-up session to take place within one week of the missed session. Failure to make-up your missed meeting will result in a reduction of your stipend!** Two unexcused absences to a Saturday Academic meeting will result in being placed on probation for the program.

*EXCUSED absences require a minimum of 24 hours' notice unless illness has caused the student to miss school or scheduled events. School activities, unalterable family commitments, and illness are reasons for excused absence. **Work is not cause for excused absences.** If you have a job – please request off in advance. Arriving late or leaving early requires the same arrangements as an absence. **Whether your absence from a meeting/event is excused or not, you are still required to make it up.**

****Consistent failure to comply with these regulations will result in being placed on probation of the program and possible termination from Upward Bound.*****

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Probation & At-Risk Period

Consistent failure to comply with these regulations will result in being placed on probation of the program and possible termination from Upward Bound. At any point that the Upward Bound staff feels you have repetitively lacked in any one of these areas, you may be at risk of being placed on probation. At that time, you will receive documentation explaining why you are being placed on probation and what you need to do for the probation to be lifted. **If you fail to meet the requirements outlined in your probationary contract, you will be terminated from the Upward Bound program.**

As a program, we will require excellence from each participant. We encourage you to take responsibility for your academic success and smooth transition to post-secondary education. Good Luck and have a great year!

I have received a copy of the Upward Bound Stipend Requirements for the Academic year of 2018-2019.

(Participant's Signature)

Date

(Parent/Guardian's signature)

Date