

Clarion University TRIO Upward Bound Program

Stipend Policies



Stipend checks will be issued at a maximum amount of **\$30.00** per month. Students earn stipend points by meeting program requirements. Amounts will be calculated at the end of each month based on each student's accumulated points. Checks will be delivered to students AROUND the middle of the following month, depending on the university personnel available to process them. They begin in September and end in April, which means that students receive their first check in October and their last check in May. **Please read this information carefully!**

PART I

Basic Requirements: **GPA and School Attendance**

- ✓ ALL students will receive the first stipend check of the year. After report cards are received, students on PROGRAM PROBATION who have less than a 2.5 GPA will not receive a stipend until their GPA meets or exceeds the 2.5 requirement.

Please note! When we calculate stipends at the end of the month, we use the report card that we currently have on file. If you receive a new report card and feel that you are now off of Program Probation, you must keep in mind that **WE MAY NOT HAVE RECEIVED THAT REPORT CARD YET!!** There is a delay between the time that you get your report card and the time that we get it. If you want to make sure that you get your next stipend, you may want to mail your report card to us to make sure we are using it in the stipend calculation.

- ✓ Regular school attendance is crucial to student success, and Upward Bound takes it seriously. If students miss more than seven (7) days of school in one year for any reason, they will not receive a stipend. **PLEASE PAY ATTENTION TO HOW MANY DAYS YOU MISS!** For those who experience serious, extended illness or family emergencies, special exceptions **MAY** be granted only if parents or guardians provide documentation **IN WRITING** to the Upward Bound office within three weeks of the occurrence.

PART II

The **Point** System

- ✓ Each student's level of attendance and ability to act responsibly will affect the amount of stipend money that he/she receives. The following activities are included in our calculation: **After-School Meetings, Campus Days, Group Meetings, In-School Meetings, Progress Reports, and attendance at optional field trips after signing up for them.** In addition, the following student responsibilities are considered: **bringing Campus Day and other field trip permission slips with them to events, NOT canceling reservations on field trips less than a week before the departure date, providing written excuses from parents/guardians for absences, and giving staff members (including Learning Coordinators) the courtesy of communicating with them beforehand if an absence is unavoidable.**

Points will be awarded for attendance as follows:

UB ACTIVITY	POINT VALUE
After-School Meeting	3
Campus Day	10
Group Meeting	6
Individual Meeting	4
Progress Reports	6
Field Trips (Optional)	10

Students who are absent from the above activities (including those who are absent for an **acceptable** reason) will not receive the full point value. However, they can earn points by taking responsibility for giving adequate notification of the absence, providing necessary written excuses, and making up missed work. The following table provides examples of expected responsible behavior for each activity:

UB ACTIVITY	RESPONSIBLE BEHAVIOR	POINT VALUE
After-School Meeting	Notifying the LC at least 2 days in advance of intended absence and/or providing a written excuse from parents/guardians after the absence; making up the missed work in a timely manner	1.5
Campus Day	Sending the excuse form to the office before the Campus Day and/or sending the excuse form to the office within a week after the Campus Day	5
Group Meeting	Notifying staff in advance if a class activity conflicts with the meeting; notifying staff as soon as possible afterward if it was not possible to notify in advance; inquiring about missed work	3
Individual Meeting	Notifying staff in advance if a class activity conflicts with the meeting; attempting to reschedule the meeting by contacting the guidance office; notifying staff as soon as possible afterward if it was not possible to notify in advance; inquiring about missed work	2
Progress Reports	Checking with guidance office to ensure that all reports were received; reminding individual instructors of due dates	3

Please note! It is up to the sole discretion of the Upward Bound staff member in charge of the activity whether or not those in attendance should receive their full amount of points for the activity. If an Upward Bound student forgets to bring necessary permission slips OR exhibits unacceptable/rude behavior such as talking back/arguing with an instructor, falling asleep, and criticizing/ridiculing other students and staff, he/she may have points deducted accordingly.

PART III

Bonus Stipends

- ✓ BONUS stipends may be issued in December and May to ANY student who has actively attended UB events, acted respectfully, worked to improve or maintain their GPA, and maintained an exemplary school attendance record.

Please remember that Upward Bound does not “owe” you any stipend checks just for being a member of the program! This is a reward that you must earn. If you have questions about your check, make sure that you have been keeping up with your own Monthly Stipend Scorecard, because we will ask you (or your parent) to explain your question by giving us the total that YOU have recorded on your Scorecard. We will then compare that information to our records to solve the dispute. If you have taken no initiative to keep records, we are then forced to adhere to our records.

In addition, it is appreciated when students take the time to share the stipend information with their parents to avoid confusion. We would prefer not to receive nasty phone calls from parents/guardians who do not have a full understanding of the process because their son or daughter did not take the time to share this information with them. Before you or your parent/guardian picks up a phone to call our office about a stipend amount, please take a moment to make sure that **1) the stipend policies are reviewed AND 2) your records are up-to-date**. Here at Upward Bound, the staff members try very hard to be accurate with your stipend amounts; we get no pleasure from lowering the amount of your check.

As your future paycheck will depend on how well you perform at your job (including your attendance record, diligence, and dedication), your stipend from Upward Bound requires the same kind of attention. People who do not do their work usually do not get a paycheck (and may even be fired)...and people who do not complete Upward Bound requirements usually do not get a stipend check.

ALL QUESTIONS regarding stipends should be directed to Michele Lagnese at the Upward Bound office. (814) 393-2342 OR toll-free 1-888-894-2665. If she is unavailable at the time you call, please leave a message on the voice mail, and your call will be returned as promptly as possible. You can also send e-mail at mlagnese@clarion.edu.

Did you know...

Upward Bound students who participate in the program from 9th grade through their Bridge summer have the chance to earn approximately \$1500 simply by doing well in school and being active in UB, a program that many students find to be fun as well as educational? This amount of money will buy books for your entire first year of college! Be sure to take advantage of (instead of taking for granted) great opportunities such as being a member of this program.