

**ST. OLAF COLLEGE UPWARD BOUND
STIPEND POLICY, 2004-2005**

STIPENDS

Students will be paid monthly by check. Checks will be handed out by UB and students must sign for their check.

Students will be eligible for a maximum of \$40 (St. Paul) or \$36 (Red Wing) per month based on the following:

ST. PAUL STUDENTS

\$16	Attendance at required tutoring sessions	Students will be paid for a maximum of two hours in any given week. Students will earn a percentage of the \$16 based on the number of hours they are at tutoring. Students who participate in other extra-curricular activities will earn \$1 a week for checking in with UB either during the school day or right after school.
\$8	Attendance at optional tutoring sessions	Students will be paid for a maximum of two hours in any given week. Students will earn a percentage of the \$8 based on the number of hours they attend optional tutoring sessions.
\$3	Meeting with UB Advisor	Students must meet monthly with the UB Academic Coordinator or Advisor
\$5	GPA of 3.3 or above, raising GPA, or meeting other stipulations of student contracts	Whether a student earns this portion of the stipend will be determined by the UB Academic Coordinator. If a student does not attend a meeting with the UB Academic Coordinator or Advisor, that student is automatically ineligible for the \$5.
\$3	UB Assignments	Students will earn this portion of the stipend if they complete the UB assignment by the assigned due date.
\$5	UB Seminars	Students will earn this portion of the stipend if they attend all the UB seminars required for them in a given month.
\$40	TOTAL	

RED WING STUDENTS

\$16	Attendance at required tutoring sessions	Students will be paid for a maximum of two hours in any given week. Students will earn a percentage of the \$16 based on the number of hours they are at tutoring. Students who participate in other extra-curricular activities will earn \$1 a week for checking in with UB either during the school day or right after school.
\$4	Completed TFF	Students will earn this portion of the stipend if they turn in a completed TFF by the due date. Students who have an excused absence from school on the date the TFFs are due can still earn this part of the stipend if they turn it in the following week. Students who participate in extra curricular activities must stop by and turn in the TFF on the due date.
\$3	Meeting with UB Advisor	Students must meet monthly with the UB Academic Coordinator or Advisor
\$5	GPA of 3.3 or above, raising GPA, or meeting other stipulations of student contracts	Whether a student earns this portion of the stipend will be determined by the UB Academic Coordinator. If a student does not attend a meeting with the UB Academic Coordinator or Advisor, that student is automatically ineligible for the \$5.
\$3	UB Assignments	Students will earn this portion of the stipend if they complete the UB

		assignment by the assigned due date.
\$5	UB Seminars	Students will earn this portion of the stipend if they attend all the UB seminars required for them in a given month.
\$36	TOTAL	

The following are ways in which a student may lose eligibility for the entire monthly stipend:

SATURDAY SEMINARS

Students who miss a required Saturday session must complete the make up work by the assigned due date or they will **lose eligibility for their entire stipend** for the month in which the make up assignment is due.

ATTENDANCE AT TUTORING

If a student misses UB tutoring (without checking in) for two straight weeks, that student will automatically be placed on an attendance contract. That student will be **ineligible to receive stipends** until s/he meets with the UB Academic Coordinator or Advisor. The contract will be mailed home on the Friday after the second missed tutoring session.

EXTRA CURRICULAR PARTICIPANTS

UB students who participate in school-sponsored, adult-supervised, extra curricular activities must check in with UB staff on the required tutoring day either during the school day or right after school. Students who fail to check in for two weeks in a row will be placed on an attendance contract and be **ineligible to receive stipends** until they meet with the UB Academic Coordinator or Advisor.

In order for extra curricular participants to receive their check-in stipend, they must turn in an “Extra Curricular Participant Form” that is signed by their coach or sponsor verifying the student attended the activity.

Note: an after-school job is not considered an extra-curricular activity and is not a legitimate reason for a student to miss a tutoring session.

MENTOR LETTERS

Students must write to their mentors at least once per month. Students who do not write to their mentors by the due date will **lose eligibility for their entire stipend** for the month the mentor letter was due.