

College Success Program Student Handbook

2019- 2020

This handbook contains important information describing the benefits of the program, student responsibilities and all program policies and procedures.

It is your responsibility to hold on to this handbook and refer to it as necessary!

A copy can also be located: <https://www.tpi.org/scholarship/college-success-program-csp>

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College Success Program Objectives

- To provide students with the support – both financial and otherwise – to persist and succeed in college and beyond
- To help students to envision and participate in experiences during college that otherwise would be financially prohibitive
- To create a network of students who can encourage and support each other
- To support students in finding meaningful summer experiences, including internships and work opportunities
- To assist students in securing career opportunities during college and after graduation, and/or in pursuing graduate education

COLLEGE SUCCESS PROGRAM COMPONENTS

1. Financial support

- books (\$450 per semester, \$300 per trimester)
- monthly stipend (\$150 per month August through May)
- laptop computer
- other supports that will enhance the college experience

2. Mentoring/Buddies/Peer support

- Each freshman is paired with a buddy who can provide information and coaching related to the college experience and to the College Success Program. Freshmen are expected to be in regular contact with their buddies
- Each student is paired with a mentor
- Mentors are available based on students' needs (moral support, academic and extra-curricular questions, etc.)
- Students are part of a network of peer college students providing support and encouragement to one another

3. Travel To/From College

- For those students commuting to college, the College Success Program will pay for travel costs (air, bus or train fare) to and from college for a maximum of 3 times (or 6 one way trips) per academic year
- For those students attending a college in New York City, the College Success Program will pay for a monthly metro pass during the academic year.

4. Summer Internships

- Each student is eligible to participate in up to 3 paid summer internships during their time in CSP
- Students participating in the CSP internship program are expected to adhere to the schedule and expectations outlined on page 10 of this handbook

5. Additional Opportunities

- The College Success Program is designed to provide additional opportunities tailored to each individual student's particular needs and goals. For example:
 - Summer study
 - Study abroad
 - Special equipment or materials for a particular class

The College Success Program does not provide for:

- tuition during the academic year
- room and board during the academic year
- cars
- social/vacation travel

Students should always talk with their mentor regarding any questions

STUDENT RESPONSIBILITIES

A key part of the College Success Program is the *relationship* between each student and his or her mentor. In order for the program to be effective, it is essential that students stay in close contact with their mentor and communicate about how things are going, including academic progress and any relevant personal issues.

Each CSP student is expected to sign an annual student contract and to adhere to the terms of that agreement, including:

1. Initiating contact, at least once a month, with your mentor – phone, e-mail or in person. The purpose of this contact is to exchange information on a regular basis so that we are aware of your progress and how we can best help you to be successful in college.
2. Alerting your mentor to any academic problems you are experiencing and working with your mentor to develop and implement a plan to improve your academic achievement
3. Making sure that your mentor knows how to reach you by phone and email. If your contact information changes, you must tell us immediately
4. Responding to any requests from your mentor within 24 hours
5. Contacting Joanne by the 10th of each month to confirm receipt of monthly stipend and any other checks you are sent (subsequent checks will not be sent to students who fail to do so)
6. For Freshmen: Being in regular contact with your buddy – through email, text, phone, or in person – at least twice each month. The buddy system is designed as a reciprocal relationship; both the freshman and the older buddy are responsible for ensuring that it is productive. If the buddy relationship is not working out, it is up to the student to inform Joanne.
7. Submitting all materials on time – NO EXCEPTIONS. If for any reason you are not able to make a deadline, notify your mentor in ADVANCE with an explanation

8. Submitting college transcripts to your mentor twice annually – mid-year and end of year.
9. Submitting a College Success Program renewal application by July 15th each year
10. Participating in program gatherings that take place during school breaks in New York City, being on time for those events, and bringing a positive attitude to those events
11. Providing support to other CSP students
12. Working and/or volunteering during the summer months and using some portion of those earnings for school-related expenses
13. Ensuring that your family is aware of and supportive of your responsibilities to the College Success Program as outlined above

DEADLINES

- January 15th of each year – Mid-Year Status Report: submit college transcript.
- July 15th of each year – CSP Renewal Application due

If for any reason you are not able to make a deadline, notify your mentor in **ADVANCE** with an explanation.

REQUEST PROCESS AND GUIDELINES

These guidelines serve as an overall description of the financial supports available through the College Success Program.

BOOK MONEY

- Students who are on a semester system will receive \$450 in August and January
- Students who are on a trimester system are eligible to receive \$300 each trimester. Trimester students are responsible for informing CSP of their specific academic calendar.

MONTHLY STIPEND

- \$150 monthly stipend will be deposited at the beginning of each month from August through May, with the exception of the January stipend. January stipends and book money will be deposited after January 15th to only those students who submit their mid-year transcripts on time.
- Students are required to contact their mentor via e-mail by the 10th of each month to confirm they have received their stipend deposit.

TRAVEL

- Each student is eligible for support for up to 3 round-trip (or 6 one-way) tickets per academic year.
- Travel for vacation or social purposes will not be supported.
- Students who are requesting support for travel must submit their requests at least two weeks in advance of travel date
- Students who are requesting support for air travel during Thanksgiving break must submit their request by October 15th
- See attached Travel Request Form on page 14 to request travel.

SUMMER SUPPORT

The College Success Program can provide support to allow students to engage in academics or in professional work experience during the summer. The level of support will vary depending on other available help and the student's overall plans for the summer.

LAPTOPS

- The College Success Program will supply one computer to each student during their freshman year.
- Each student who requires a laptop will be receiving the following:
 - 13.3” MacBook Pro
 - AppleCare Protection Plan
 - Microsoft Office 2011 for Mac Home Student Edition
 - Neoprene Sleeve
 - Laptop bag of their choice

OTHER

Any additional requests must be made directly to your mentor. Students are required to submit a Request Form for each request (see page 13) and all appropriate documentation should be attached as part of any formal request for financial assistance. All requests take at least three weeks to be considered and processed.

Students will not be reimbursed for any expenses not previously approved by their mentor.

Payments will not be made out to students – all checks/payments (with the exception of book money and monthly stipends) will be made directly to the vendor (college, computer retailer, travel company, etc.).

Decisions on additional financial requests will be made on an individual basis and will be based on a variety of factors, including academic performance and the connection between the specific request and the student’s overall personal and academic goals.

Summer Support Guidelines

The College Success Program can provide support to allow students to engage in academics or in professional work experience during the summer. The level of support will vary depending on other available help and the student's overall plans for the summer.

Academic Courses

Students who request support for academic courses in the summer must submit:

1. Their grades for the prior semester
2. A clear rationale for why they need to take this specific course (or courses) during the summer, as opposed to during the academic year
3. Evidence that they have explored the availability of financial assistance at their college, and have determined that there is not alternative financial support available
4. If the courses they are taking are outside of their home college, evidence that the credits will be accepted and fulfill their core requirements
5. An overall plan for the summer that ensures they will be engaged in productive experiences during the periods outside of the academic courses.

Students who receive support from CSP for summer courses are expected to demonstrate academic success and must submit their summer transcripts to their CSP mentor.

Internships

Summer internships are a core part of the CSP Program. Many of our students cite the internships as the most valuable benefit of the program because, through their internships, they explore possible careers, gain professional experience and connections, earn money, and develop strong resumes.

Each CSP student will be eligible to receive internship support for a maximum of 3 summers while in the program.

In order to be eligible to receive CSP support for a summer internship, students must adhere to the guidelines and deadlines that will be available in fall 2019.

The process **MUST** begin with a conversation with your mentor concerning your professional interests and goals. All participants in the internship program must have an approved, up-to-date resume.

Once students are referred to a potential internship site, they are required to follow up in a professional manner. While students are encouraged to find internships on their own, **ALL INTERNSHIPS MUST BE APPROVED IN WRITING.**

Once an internship is approved and finalized, students will be required to sign a contract specifying the amount of time they will be working and payment arrangements.

CSP interns are representing the program and are expected to act in a professional manner at all times.

All participants in CSP internships are required to submit a written report to CSP by the end of the summer.

PROGRAM STAFF CONTACT INFORMATION

Joanne Duhl

164 White Pine Drive
Waitsfield, VT
phone: (802) 496-4621
cell: (802) 498-4621
joduhl@madriver.com

Paola Villatoro

The Philanthropic Initiative
75 Arlington St
Boston MA, 02116
TPI phone: (617) 338-5898
Fax: (617) 338-2591
pvillatoro@tpi.org

College Success Program Request Form

Please e-mail to your mentor and allow a minimum of **THREE** weeks for the request to be processed.

Name: _____

Date of request: _____

Description of request:

How will this request enhance your college experience?

Amount of request: \$ _____

Date needed by: _____

Website for online purchase: _____

Make check payable to: _____

Ship items to this address (if applicable): _____

Other Information

- If this is an online purchase, please include the link, username, and password to the online shopping cart.
- If this is a request for summer courses, please include proof of credit and a bill from your school outlining the exact costs.
- For all other requests, include all relevant supporting documentation.

College Success Program Travel Request Form

Please e-mail your mentor and allow a minimum of TWO weeks for the request to be processed.

Name: _____

Date of request: _____

Travel Request Details:

One Way Round Trip

Traveling from: _____

Traveling to: _____

Date and time of departure: _____

Date and time of return: _____

Mode of Transportation:

Bus (Bus line: _____) Train Airplane

Purpose of trip:

**CSP students are allowed 3 round-trip (or 6 one-way) tickets per academic year.
CSP will not support trips for vacation or social purposes**

