



STUDENT AGREEMENT 2019

Congratulations on joining the Kayne Scholars program!
We are excited to support your educational journey.

This agreement outlines the relationship between _____ (“student”); ScholarMatch, Inc. (“ScholarMatch”), a California non-profit organization; and America Needs You (“ANY”), a non-profit organization, and is effective as of _____ (date).

I understand my role to have certain main priorities, which include but are not limited to: actively participating in a holistic mentoring relationship, maintaining a positive relationship with the Kayne Scholars program including ScholarMatch, America Needs You (ANY), and the Ric & Suzanne Kayne Foundation staff and network, abiding by the Code of Conduct (as detailed below), focusing on obtaining a bachelor’s degree, and securing and successfully completing two internships. I understand that my participation in the Kayne Scholars program is at the full discretion of America Needs You and ScholarMatch.

By signing this agreement, the student acknowledges and accepts of the responsibilities outlined below. This program commitment spans until college completion and is limited to five years. *Students who do not fulfill the responsibilities will become ineligible for the Kayne Scholars program and all of its associated support.*

*Student: initial next to each bullet point to acknowledge services and expectations.

SERVICES PROVIDED

College Advising:

Beginning Freshmen year through graduation, you will be paired with a ScholarMatch College Advisor who will:

- _____ Support you in: reviewing your financial aid package, giving tips for speaking with your professors, developing study skills, locating resources on your college campus, picking a major, applying to scholarships, and exploring transfer options (if applicable).
- _____ Offer support services that includes 1 on 1 counseling via phone, email and in person meetings to help you transition from high school to college, throughout college and onto a career or graduate school.
- _____ Guide and support you through any obstacles you face in college, whether academic or personal.
- _____ Manage and disburse the Kayne Scholars financial award including the School Related Expenses Fund, Activity Fund, Loan Savings Plan, Career Development Fund (i.e. travel to/from ANY workshops), and emergency support by request.
- _____ Maintain communication with America Needs You (Career Development Manager), Recruiting Affiliates (source of the Kayne Scholars nomination) and the Ric & Suzanne Kayne Foundation on student progress and accomplishments.
- _____ Host student events and workshops to get to know other college students and build community.

Career Services:

Beginning Sophomore year, scholars will participate in the America Needs You program. America Needs You will:

- _____ Match you with a Mentor Coach who will support Scholars in: career development both in person at 19 scheduled workshops and remotely (email, phone, text, FaceTime, Skype, etc.). Mentor Coaches provide Scholars with industry insight and connections and help Scholars set goals to stay on track academically and professionally.
- _____ Provide opportunities to interact with diverse professionals through workshops, Career Days (on-site employer visits), and internship/job opportunities at companies.
- _____ Provide internship support and career exposure through sourcing and promoting internship opportunities and provide individualized, as-needed career counseling (including resume writing, mock interviews, and application support).
- _____ Collaborate with ScholarMatch to support Scholars in overcoming personal and academic challenges.

STUDENT EXPECTATIONS

Communication:

- _____ Provide up-to-date contact information and inform the ScholarMatch and ANY office of any changes.
- _____ Respond to email, phone, and text communications from ScholarMatch, ANY, or the Ric & Suzanne Kayne Foundation within 48 hours (2 business days).
- _____ Communicate regularly (2x/month for freshman; 1x/month for upperclassmen) and inform ScholarMatch of any changes to school plans (transferring schools or leave of absence) or difficulties that arise once in college.
- _____ Maintain Mentor Coach communications (2x per month) both in person and remotely (e-mail, phone, video-conference, etc.) barring special circumstances. Notify Mentor Coach and ANY of any changes to college major or career plans.

Academics:

- _____ Provide your ScholarMatch College Advisor with information about your course load and projected major.
- _____ Inform your ScholarMatch College Advisor **before** dropping or withdrawing from a course.
- _____ Maintain a STEM or business related major in either the California State University or University of California systems to maintain the Kayne Scholarship.
- _____ Enroll in school full-time with 12-18 units. Students wishing to enroll with less than 12 units or exceed 18 units must receive approval from his/her/ze College Advisor.
- _____ If you receive a non-passing midterm grade (D or F), contact your ScholarMatch College Advisor immediately.
- _____ Provide your ScholarMatch College Advisor with information about your Financial Aid package. Inform your ScholarMatch College Advisor of any changes and request guidance as needed.
- _____ Strive for a 3.0+ GPA to remain competitive for internship and career opportunities. At minimum, maintain at least a 2.7 GPA and provide ScholarMatch a copy of your grades for each term. If you fall below a 2.7 GPA each term, create an academic support plan with your ScholarMatch College Advisor to establish goals for improvement next term.
- _____ Work less than 15 hours per week. If you need to work more hours than 15 hours per week, you must receive approval from your College Advisor.

Career:

- _____ Engage in robust personal career exploration and development activities during sophomore, junior and senior year, including self-assessment, informational interviews, job shadows, and/or ANY Career Days.
- _____ Complete two internships prior to graduation. The first internship must commence between September 2020 to August 2021, and the second internship must commence between September 2021 to August 2022. I also understand that one of those two internships must take place during the summer between the months of May through August.
- _____ Update ANY when I apply to an internship opportunity, secure an internship, and/or leave an internship opportunity.
- _____ Log ANY Career Development action item progress monthly (beginning summer before sophomore year) and complete all ANY assignments in a timely manner.

Scholarship Funds:

- _____ I understand I am expected to use scholarship funds for their specific intended purpose and follow use-of-funds protocols defined by ScholarMatch. Failure to do so will result in required repayment to ScholarMatch.
- _____ Students will receive a PEX card, a debit card that ScholarMatch can load funds on for student use.
- _____ I understand I must immediately report a lost or missing PEX card to ScholarMatch. I will be responsible for the cost of replacing a misplaced PEX card.
- _____ I understand I must upload receipts for ALL PEX transactions.

Student Conduct:

_____ Follow the college or university's code of conduct and serve as a role model to students in your community.

Follow the program Code of Conduct:

- i. I will engage fully with the program and uphold the Kayne Scholars program core values of motivation, curiosity, integrity, and community. Student actions will be monitored by the Kayne Scholars team to both track and celebrate ways you exemplify these values. Support plans and/or contracts will be written in collaboration with you should you need additional guidance to meet program expectations.
- ii. I agree to conduct myself in a professional and courteous manner at all times when interacting with Kayne Scholars network (ANY, ScholarMatch and Ric & Suzanne Kayne Foundation staff, my peers, ANY or ScholarMatch partner representatives and volunteers).
- iii. I understand that I am expected to conduct myself with integrity. This includes:
 - a. Submitting official transcripts and letters of recommendation upon request.
 - b. Using scholarship funds as intended.
 - c. Being truthful, trustworthy, and genuine with others.
- iv. I understand that consumption of alcoholic beverages or narcotics (regardless of age) at Kayne Scholars events or with Kayne Scholars volunteers and/or staff is strictly prohibited.
- v. Dress in business-casual or professional attire as directed by my ScholarMatch College Advisor or ANY Mentor Coach for Kayne Scholars events.
- vi. Limit use of cell-phones, iPads/Tablets, and computers at Kayne Scholars events unless directed otherwise.
- vii. I understand that noncompliance with the Kayne Scholars Code of Conduct may result in suspension of program privileges and/or dismissal from the program.

Engagement:

_____ Attend all ScholarMatch, America Needs You (ANY), and Ric & Suzanne Kayne Foundation events, unless excused by Kayne Scholars Program Director.

Freshmen Events:

- **Orientation, Saturday, April 27, 2019**
- **UCLA Summer Bridge Program: Writing, Math, and College Knowledge. 7/8-8/1. M/T/W/Th 9am-4pm.**
Attendance is mandatory unless granted prior approval from ScholarMatch due to enrollment in a summer bridge program required by my college/university.
- **UCLA Summer Bridge Program Closing Ceremony. Thursday, August 1, 2019**
- **Pathways to College, Friday, August 2, 2019**
- **Winter Gathering Winter Gathering and ANY Orientation, Saturday, January 4, 2020**
- **One Down Event, June 2020 (Specific Date TBD)**

Sophomore, Junior, Senior Events:

- **19 ANY Career Workshops, 2019-2020 Dates: 6/22/19, 7/13/19, 7/27/19, 8/10/19, October 2020 (Date TBD), January 2020 (Date TBD), March 2020 (Date TBD)**
Scholars are expected to attend all ANY workshops. In the unlikely event of an emergency or conflict, Scholars need to obtain prior approval for unexpected absences. Missing two consecutive workshops may result in my dismissal from the program and ineligibility to maintain the scholarship. I am responsible for transportation to/from summer and winter break workshops
- **ANY Virtual Engagement Opportunities, (4 opportunities per year)**
- **Winter Gathering, January 2021/2022/2023 (Specific dates TBD)**
- **Kayne Scholars Social Events, (Specific dates TBD)**
Arrange transportation to/from all ANY, ScholarMatch, and Ric & Suzanne Kayne Foundation events. (Can be supported with scholarship funds).

_____ I understand members of the Kayne Scholars network may need to reach out to my family and/or Recruiting Affiliate in an effort to maintain communication and follow-through with program expectations.

_____ Provide a summary letter to the Ric & Suzanne Kayne Foundation staff and trustees updating them of my progress, college experience, and accomplishments. Deadline: June 2020.

_____ Follow the instructions provided by ScholarMatch to renew the scholarship annually.

_____ Engage in Alumni programming following graduation.

_____ Maintain communication and follow through with ScholarMatch regarding the loan savings plan following graduation. Engage in ANY-led Alumni programming following graduation.

YEARS OF ELIGIBILITY

I understand my Scholarship can be renewable up to 5 academic years. Failure to meet all student expectations outlined in this student agreement will jeopardize my renewal eligibility. Scholarships are renewed each Spring. My renewal application may be subject to committee review.

Renewal applications will require:

- Student narrative
- Official transcript (grades) each term
- Letter of recommendation
- Financial Aid award letter for the next school year

FERPA

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student education records. Each student is encouraged to review this policy with their advisor and approve ScholarMatch as a verified recipient of Financial Aid and Academic Transcripts (grades) so that we can better assist you.

ACKNOWLEDGEMENT

Students who are unable to meet the expectations above will be dismissed from the Kayne Scholars program and ineligible to renew in subsequent years. Written warning (email and mailed note) will be provided to students prior to dismissal.

Signing below indicates your understanding of and agreement with the terms and expectations of the Kayne Scholars program.

Student (Print)

Student (Sign)

Date

ScholarMatch Staff (Print)

ScholarMatch Staff (Sign)

Date

America Needs You Staff (Print)

America Needs You Staff (Sign)

Date

Please note: The signed copy of this agreement will be distributed to the student's Recruiting Affiliate organization for reference and to support the student to maintain accountability to the Kayne Scholars program. **(check one)**

Alliance College-Ready Public Schools

Green Dot Public Schools

Bright Star Schools

KIPP LA—KIPP Through College

Camino Nuevo Charter Academy

Math and Science College Prep

College Track

USC Leslie & William McMorrow Neighborhood Academic Initiative

Da Vinci Schools

Ednovate