



5/14/19

## *Program FAQs*

### **Where can my letters of recommendation come from?**

Two letters of recommendation are required for an application to be considered complete. Letters of recommendation can come from teachers or employers, but at least one letter **MUST** be from a current teacher.

### **How long is the internship?**

Fall and spring semesters are 12 weeks with a 90 hour work requirement and summer semester is 9 weeks with a 200 hour work requirement.

### **Will I be paid to work at my Partner Company?**

Yes. Each student will earn an hourly wage of no less than \$8.00 per hour. This wage will depend on the Partner Company and work discipline.

### **How many hours will I be required to work each day or week?**

Students generally work an average of 2-3 hours per day, depending on school schedule, during fall and spring semesters. During summer semester, students will work closer to a full-time work schedule. Student schedules will not exceed 40 hours in one week or 56 hours in two weeks.

### **How is my schedule determined?**

Each Partner Company and mentor department is different. Schedules will be set individually at the start of the semester to accommodate both the student and the Partner Company.

### **How will the student collect their paycheck?**

The method of pay depends on the Partner Company, but usually pay is available via paper check or direct deposit. Pay schedules vary by Partner Company as well, but in most cases payroll is processed weekly or biweekly.

### **What is the scholarship fund?**

In addition to an hourly wage, students will earn \$7.00 per hour towards their scholarship fund. Upon successful completion of the program, students have the opportunity to earn a completion bonus toward their scholarship fund to be determined by the Partner Company.

For example: If a student works the minimum of 90 hours during the spring semester, \$630.00 (90 x \$7/hr.) will be awarded into the student's scholarship fund. If the student has satisfactory performance, a completion bonus may be awarded into the fund. In this example, the completion bonus is \$2,000.00, making the total scholarship fund \$2,630.00.



## *Program FAQs*

### **How do I ensure I earn the bonus scholarship?**

Students who complete the program with good attendance and performance and who receive positive mentor reviews, will be awarded the completion bonus at the end of the program. Mentors will provide feedback throughout the program to keep students on track and give them opportunities for improvement if necessary.

### **How do I track my personal scholarship earnings?**

Students will be provided with a designated contact at their Partner Company who will explain the details of their scholarship earnings.

### **What can I use my scholarship towards?**

Scholarships can be applied to tuition, fees, and books only. Scholarship money cannot be used for room and board or other expenses.

### **Can I use my scholarship at any college or university?**

Students may use their scholarship funds for secondary education at any accredited school to complete standard coursework. This includes 2-year and 4-year colleges and universities, as well as most trade and technical programs.

### **How do I collect my scholarship funds?**

Each Partner Company will have a designated person to handle scholarship payouts. Checks may be sent directly to the school or university. Students are required to submit a bill or invoice from the school. Tuition, books, and fees will be deducted from this and a check to the school will be written accordingly.

In some cases reimbursements can be made. Students will be required to provide all receipts before any reimbursement can be made.

### **How much of my scholarship money can I use each semester?**

The full scholarship amount is available to the student at any time throughout their college career. There is no minimum or maximum amount of funds that can be dispersed each semester.

### **Is there a deadline for when my scholarship must be spent?**

Yes. Students must claim their entire personal scholarship fund within **four** years of their high school graduation date.

### **If I do not use all my money towards school, will I be given the rest?**



**G·E·A·R**

GAIN EDUCATION & ACCESS RESULTS

## *Program FAQs*

No. Students will not receive any funds not applied directly to secondary education.