



# PEP PROGRAM





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## **Mission Statement**

The PEP Program increases opportunity for a select group of motivated Summit Public School students with demonstrated financial need. We provide comprehensive academic, social, and emotional support, ensuring that participants accomplish a post secondary education and become productive adults.

## **Vision**

The PEP Program seeks to assure every child a genuine opportunity to realize his or her full potential and to become a proud and productive citizen. PEP's promise of financial assistance towards obtaining a degree, professional certification, or licensing is a means to that end - not the end in itself.

## **Guiding Principles**

The PEP Program has firm beliefs about the importance of education and the significance of family, school, and peer support. The program is therefore based on the following guiding principles:

- PEP believes that every child deserves the opportunity to fulfill his or her potential.
- PEP believes that no child should be denied educational opportunities because of financial resources.
- PEP believes that children can develop character through high expectations, role models, and service to the community.
- PEP believes that every child deserves a positive, nurturing, and structured support system.
- PEP believes that with support, children can and should set high goals and strive for excellence in their personal and academic lives.
- PEP believes that personal values such as pride, respect, responsibility, integrity, determination, discipline, and excellence, motivate children to stay in school and inspire hopes for fulfilling careers.
- PEP also believes strongly in the value of each child helping other children in the program and contributing to the community at large. These values are fostered by PEP's concept of building a long-term relationship with each child, beginning at an early age.

# POST SECONDARY SUPPORT

The objective of the PEP Program post secondary support is to provide eligible students with access to education and skill development opportunities that will lead to greater participation in post secondary studies, higher graduation rates from post-secondary programs, and increased opportunities for employment.

PEP is committed to assisting our students in making the best of their post secondary experience. We will do this through campus visits, monitoring their academic progress and facilitating workshops to aid in the personal and professional growth of the students. The PEP Post Secondary Support Program begins once the high school senior has decided which college they will attend. The staff will work closely with each student to complete the following items prior to the dates listed:

- May 1 - Notify PEP of final post secondary option decision
- May 15 - Review the forms/procedures necessary to secure enrollment. These forms will include sending final transcript, medical forms/records, placement testing, signing up for orientation
- June 30 - Meet with the student and parent to discuss the post secondary transition, new relationship between PEP and the parent, and the role of the student
- Summer - Help the student with completion of other important items necessary for enrollment. Including, but not limited to, coordinating tuition bill payments, completion of financial aid verification forms, moving onto campus, shopping for dorm items, student orientation and placement testing

Once enrolled in a post-secondary program, the PEP staff offers the following support:

- Communicate regularly via email, text, virtual meeting or call (bi-weekly)
- Contact school regarding billing and academic program
- Campus Visits
- Facilitate workshop during school breaks
- Have one on one meetings during breaks
- Assign an Academic Coach for 1<sup>st</sup> year students

We are very hands on with each student. Depending on the educational level, academic status and emotional needs of each student the contact may differ. As the students adjust to the educational setting the staff may need to adjust the support as necessary for each student.

## PEP Program Scholarship for Academic Excellence:

All Summit High School students who are enrolled in the PEP Program are eligible to receive up to a \$1,000 scholarship for demonstrating academic excellence throughout high school. Students must have a grade point average of at least a 3.6 at the end of each year in high school. For each year that the student obtained the required grade point average he/she will earn \$250.

All PEP post-secondary students who are in good standing and actively enrolled in the program are eligible to receive up to \$500 per year for demonstrating academic excellence. In order to obtain this award, at the end of each semester students must be placed on the Dean's List or the equivalent at their respective institution. For each semester that the student demonstrates academic excellence they will earn \$250. This award will be in addition to all other awards/financial assistance granted to the student by the PEP Program.

## PEP FINANCIAL ASSISTANCE POLICY

*effective September 1, 2023*

### Terms of Assistance

All PEP graduates in good standing are eligible to receive up to \$40,000 towards their post-secondary education at the rate of up to \$8,000 per academic year. PEP funding is available to use up to six years after high school graduation.

PEP students who graduate high school with a cumulative GPA of 3.5 or above may receive a one-time additional \$2,500 of PFA. If these additional PFA funds are not fully exhausted during the first year of post-secondary enrollment, the remaining funds can be applied towards subsequent years.

PFA is available solely to bridge the gap between the cost of post-secondary tuition and expenses, and the financial aid received. PFA is applied after all other sources of financial aid have been explored and exhausted. These other sources of aid include, but are not limited to, grants and scholarships from educational institutions, government, and private sources.

It is the responsibility of the parent/guardian and the student to keep the appropriate PEP staff person fully informed throughout the post-secondary application and decision process. PEP will work closely with the family to help them identify the most appropriate placement.

### PFA Requirements

The PEP Staff will review students' academic progress on an annual basis to determine eligibility. In order to qualify for initial PFA and four subsequent PFA renewals of up to \$8,000 per year, a PEP student must:

- Complete the Free Application for Federal Student Aid (FAFSA) annually
- Apply for a minimum of 5 local Summit High School scholarships during senior year of high school
- Graduate from Summit High School in good standing with the PEP Program
- Enroll at least part-time in a post-secondary program no later than one academic year after high school graduation unless returning from approved "Inactive" status as described below
- Maintain a minimum cumulative post-secondary GPA of 2.0
- Obtain a minimum of 24 full-time/12 part-time credits each academic year (through summer sessions) or their institution's status equivalent
- Sign and adhere to the PEP Financial Assistance Agreement

# PEP FINANCIAL ASSISTANCE POLICY (CONTINUED)

PFA is reviewed and renewed annually, based on student compliance with PFA requirements. PFA will not be renewed for students who do not meet the requirements as outlined above. Funds can be renewed by successful completion of the PFA requirements for an academic year subsequent to funding loss.

## Eligible Expenses

PFA may be used toward tuition and expenses at any licensed or accredited institution. Funds are available to pay for the following primary expenses:

- Tuition and Fees
- On-Campus Room and Board
- Off-Campus Rent and Utilities up to the cost of standard on-campus housing (See the PEP Program Off-Campus Housing Guidelines for requirements)
- Books and School Supplies
- Laptop Computer (amount based on course of study)

At the discretion of the PEP staff, after all primary expenses have been met, remaining funds may be allocated toward specific secondary expenses such as:

- Dorm Supplies up to \$250 yearly
- Clothing and personal supplies up to \$500 yearly
- Transportation equaling 2 round trips from home to school utilizing the most cost-effective means of travel as determined by PEP staff

## Disbursement

Funds are distributed on a semester basis, and will be paid directly to the institution or vendors. If direct payments cannot be made, PEP will reimburse families for pre-approved expenses. Payout is based on enrollment status each semester (part-time vs. full-time).

Students enrolled part-time, as defined by their institution, are eligible to receive a maximum of \$2,000 per semester.

Students who graduate in 4 years or less are eligible for education related loan reimbursement of up to \$8,000.

Payments are disbursed only after all requirements from the Financial Assistance Agreement have been met.

## Tuition Refunds

Students who receive PFA and get tuition refunds from their post-secondary institutions must inform PEP immediately. All refunded money from post-secondary institutions (up to the amount of the PFA amount provided) must be returned to PEP within 30 days of receipt.

## Inactive Students

Students who do not enroll in a degree or certificate program upon graduating from high school are considered Inactive. PFA eligibility will be permanently forfeited if these students remain inactive after 12 months post high school graduation.

The PFA eligibility requirement to “Enroll at least part-time in a post-secondary program no later than one academic year after high school graduation” is waived for Inactive students who participate in full-time endeavors approved by the Post-Secondary Committee (e.g., military service). These students are eligible for PFA funding if approved by the Post-Secondary Committee, for up to six years after their high school graduation.

# PEP FINANCIAL ASSISTANCE POLICY (CONTINUED)

## Withdrawn Students

Students who withdraw from their post-secondary institution and do not meet the PFA renewal requirements will be considered for future PFA eligibility on a case-by-case basis as recommended by the Post-Secondary Committee.

Students who meet all PFA renewal requirements but do not return to school in the upcoming school year will forfeit all remaining PFA eligibility unless they re-enroll within 2 years.

## Dismissed Students

Students who do not adhere to the PEP Financial Assistance Agreement will be dismissed from the program and are no longer eligible for PFA or any other post-secondary support. Determination of status will be made by the Post-Secondary Committee.

**The Executive Director has the authority to use his or her discretion to address any situation not explicitly outlined in this policy. Exceptions will be reported to the board of trustees.**

## PEP FINANCIAL ASSISTANCE AGREEMENT

I, \_\_\_\_\_ (student name), accept the PEP Financial Assistance (PFA) for the 2023-2024 academic year. I understand that my award is up to \$10,000 based on the parameters outlined in the PEP Financial Assistance Policy. I also understand that receipt of the PFA is contingent upon adhering to the *Commitment Statement to PEP* and satisfying all of the items in the *PFA Requirement Checklist*.

### ***Commitment Statement to PEP***

- 1) I will maintain good academic and disciplinary standing at the institution in which I am enrolled.
- 2) I will respond to all PEP communication within 7 days and will meet all PEP deadlines. If I am not able to meet a deadline, I will contact PEP before the deadline to explain the lateness and the steps I am taking to rectify the situation.
- 3) I will complete my institution's FERPA waiver allowing PEP access to all my records, including but not limited to, student accounts, academic status, financial aid history, financial records or disciplinary records.
- 4) I will keep PEP informed of any changes to my home and campus mailing address, e-mail address, and phone numbers.
- 5) I will inform PEP of any changes in my enrollment status, including withdrawal from classes or transfer, prior to making the change.
- 6) I will inform PEP of all money refunded from my post-secondary institution within 30 days of receipt.
- 7) I give PEP permission to discuss my financial, enrollment, grade, and any other relevant information with my parent or legal guardian at any time.
- 8) I give PEP permission to use my name, likeness and/or school history in any of its publications or presentations.
- 9) If applicable, I will meet with my College Coach weekly and adhere to the Probationary Student Action Plan.
- 10) I understand that failure to attend the Year-End Celebration will result in the loss of \$2,000 of PFA.

# PEP FINANCIAL ASSISTANCE AGREEMENT (CONTINUED)

## PFA Requirement Checklist

Due By	Action Required	Check Box When Done
August - 10	PEP Send-off Lunch/Dinner	
September 1	Submit proof of completion of the FERPA waiver allowing PEP access to all my records	
October 1	Meet with the <b>Career Advising Services</b> on campus to update resume and find internship opportunities. <b>Proof of attendance is required.</b>	
November 1	Submit my completed PEP Progress Reports	
November 1	Meet with my <b>Academic Advisor</b> to discuss my spring schedule and graduation requirements <b>Proof of attendance is required.</b>	
January 1	<b>Applicable to Sophomores, Juniors &amp; Seniors</b> Apply to at least 3 jobs or internships <b>Proof of submission is required</b>	
January - TBD	Attend winter recess post-secondary programming	
January 15	Complete FAFSA and submit a copy of the Student Aid Report (SAR) to PEP	
April 1	Submit my completed PEP Progress Reports	
April 1	Meet with my <b>Academic Advisor</b> to discuss my fall schedule and graduation requirements <b>Proof of attendance is required.</b>	
June - TBD	Attend the PEP Year End Celebration	
August 1	Submit Year in Review Letter to PEP	

### Terms of Disbursement

PEP distributes money on a semester basis. The fall semester award (up to one-half of the PFA) and the spring semester award (up to one-half of the PFA) will be sent to the institution after completion of the applicable items on the *PFA Requirement Checklist*.

### Disclaimer

PEP may change or eliminate financial assistance at any time, with or without cause.

PEP reserves the right to change or eliminate the PFA award in the event that the financial condition of the recipient changes or if the financial condition of the recipient is other than what was represented to PEP.

Failure to adhere to any of the requirements outlined above may result in the loss of partial or full financial assistance.

***Our signature below indicates that we received a copy of the PEP Financial Assistance Policy and hereby accept the terms of the PEP Financial Assistance Agreement as set forth above.***



## PEP COLLEGE CONDUCT POLICY

Student behavior always reflects upon the PEP Program, be it in the PEP house, the school classroom, community, or the college campus. Conduct that harms the programs reputation or is not in accordance with the mission, values and guiding principles may result in dismissal, suspension, or loss of good standing.



PROVIDING  
EDUCATIONAL  
POSSIBILITIES!

