

READY STUDENT CONTRACT

I _____ understand that I am a participant of the READY Program. Under the auspices of the Academic Foundations Center at Rutgers University, the READY Program will provide student support services to ensure my access to post secondary educational opportunities. As a participant in the READY Program, I am eligible to receive a READY scholarship to reduce the costs of pursuing my educational aspirations. In order to continue my participation in the READY Program, I must:

1. READY Scholarship

Pursue an academic/trade related course of study within one year of completing high school. I understand that a six (6) year time limit will be given to me to complete the course of study. I will utilize the READY Scholarship to reduce the costs of higher education. Other academic-related costs may be covered by the scholarship if the amount awarded by the READY Program exceeds the cost of tuition. I agree to return refunds issued by my hosting institution to the READY Program if I utilize the scholarship to pursue my academic endeavors. Failure to return refunds or the misuse of funds will result in the loss of financial assistance by the READY Program. I understand that all requests for funding and/or reimbursements should be submitted in writing (via fax, email, and/or person) to the READY Program at Rutgers University.

2. Student Information

Submit all necessary documentation to my READY Counselor in a timely fashion. Failure to do so will result in the denial for financial assistance. I agree to submit the following documents:

- (a) **Official School Transcript** – Deadline: July 31st
- (b) **Unofficial School Transcript** – Deadline: First week of January
- (c) **Term Bill** – Deadline: 4 weeks prior to the fall, winter, spring, and/or summer semester
The READY Scholarship does not cover late fees.
- (d) **Award Letter** – Deadline: July 31st
- (e) **Revised Award Letter** – Deadline: February 15th
- (f) **Student Eligibility Notice** – Deadline: July 31st
- (g) **Student Aid Report** – Deadline: July 1st
- (h) **Community Service Project Hours** – Deadline: July 31st
- (i) **Academic Audit** – Deadline: July 31st
- (j) **Course Registration** – Deadline: first week of classes & mid semester
- (k) **On/Off campus housing verification & costs** – Deadline: July 15th
- (l) **Student Release and Authorization Form**
- (m) **READY Student Contract & Consent Form**

3. Free Application for Federal Student Aid (FASFA)

Complete and file the FASFA application every year that I am eligible to receive the READY scholarship. I understand that I must file the application according to the deadlines established by U.S. Department of Education.

4. READY Counselor

Maintain contact with my READY Counselor on a monthly basis. Visits and/or contacts may be of an academic, financial, or personal nature and will include discussions about my registration, withdrawal from courses, academic progress, financial aid, careers, and/or other services available, etc...

5. Community Service

Complete 16 hours of community service prior to the academic year of anticipated funding. I understand that the community service project must be completed in the city of Newark under the supervision of my READY Counselor. I will commit my services to a local non-profit organization, hospital, and/or government agency as my contribution to improve the quality of life of Newark's youth.

6. **Academic Standing**

Maintain a minimum cumulative grade point average of 2.000 in order to remain in good academic standing with the **READY** Program and my hosting institution. Failure to do so will result in the review of my academic progress by the Academic Review Committee. I understand that two (2) consecutive semesters with the term grade point average below a 2.000 may result in my loss of financial assistance from the **READY** Program for the fall and spring semesters.

7. **Standards of Academic Progress**

Make satisfactory progress towards my degree in order to request financial assistance for post secondary expenses. I understand that the **READY** Program will follow the standards of academic progress at my hosting institution. Failure to meet the standards of academic progress may result in my loss of financial assistance from the **READY** Program for the fall and spring semesters.

8. **Book Reimbursements**

Provide bookstore with a copy of my course registration to verify the required textbooks for my courses. I understand that the **READY** Program does not provide financial assistance to cover the costs for supplies and materials related to my courses. Failure to provide the registration to the bookstore will prevent me from obtaining any reimbursement for textbooks.

9. **Housing**

Live on campus during my enrollment period at my hosting institution. If campus housing is not available, I agree to provide proof of the unavailability of campus housing to my **READY** Counselor four (4) months prior to the beginning of each semester. Rental assistance will be based on the basic campus housing costs at my hosting institution. I agree to cover any housing costs exceeding the basic costs of campus housing. In addition, if the **READY** Program provided funds for an apartment rental deposit, I will return the deposit to the **READY** Program at the conclusion of the academic year.

10. **Travel Reimbursements (out-of-state students)**

Coordinate my travel arrangements to and from my hosting institution in a timely fashion. If funds are available, I understand that the **READY** Program may reimburse two (2) round-trip travel expenses for each academic year enrolled. As such, I agree not to exceed \$350.00 for each round trip coordinated to and from my hosting institution. I agree to cover any additional costs exceeding the \$350.00 travel expense cap.

11. **READY Leadership Retreat**

Participate in the annual *READY Leadership Retreat*. My participation in the retreat is based on my date of entry to the **READY** Program and I agree to coordinate, with my **READY** Counselor, my involvement and participation in the **READY** Leadership Retreat.

12. **Alumni Association**

Submit a release form to the **READY** Alumni Coordinator authorizing the **READY** Program to contact me via email, telephone and/or correspondence regarding alumni-related activities.

I understand that violation of these guidelines may result in the loss of financial assistance from the **READY** Program or subject to other action at the discretion of my **READY** Counselor and **READY** Director. I also understand that I am required to review the **READY** Student Contract on an annual basis.

Signature of Student

Date

Signature of **READY** Counselor

Date

High School: _____

High School Graduation Date: _____