

Janey Scholars

Handbook

2024-2025

This Handbook describes program benefits, student responsibilities, and all policies.

Keep for future reference.

Janey Scholars was created in 1999 and is funded through the Janey Fund Charitable Trust and the Ebling Family Foundation.

Janey Scholars Program

HISTORY AND BACKGROUND

College presents new academic, social and personal challenges for all students. Even the brightest and most talented youth may struggle in college without adequate financial and social supports. For first-generation and low-income students the challenges can be even greater. Janey Scholars aims to remove barriers to success for talented and hard-working students from low-income families in Boston to help them achieve their academic potential in college and prepare for rewarding careers and long-term success.

Janey Scholars was started in 1999 with four students and has grown to support 80 students annually, primarily from Boston public schools. Janey Scholars attend top-rated colleges and universities, including Williams College, Dartmouth College, Brown University, Boston College, Harvard University, and Tufts University.

More than 250 Janey Scholars have graduated from college with little or no student debt. They have moved on to graduate school and exciting careers. The Janey Scholars Program has provided \$7 million in financial supports to our students.

What we do:

Access to a college education gives students a unique opportunity to build a foundation for success in life. Janey Scholars helps ensure that once students get to college they can pursue their goals and dreams. We provide flexible and individualized financial and social supports that help students excel academically, explore extracurricular activities, dream and plan for meaningful careers, and develop the skills to secure long-term financial independence.

- The financial supports fill gaps and open opportunities – books, computers, tutoring, study abroad, career building summer internships and more.
- The social supports surround students with a network of caring adults and peers who encourage, guide and inspire each Scholar. Scholars are paired with volunteer Mentors who are a resource and a sounding board to help students navigate challenges, celebrate successes and think boldly about their futures. Janey Scholar alumni are deeply engaged and offer exceptional career guidance and support.

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Daniel Rothenberg created Janey Scholars. Dan passed away in 2013. His strong belief in the potential of young people who are willing to work hard and dream big, surrounded by a caring community is the essence of Janey Scholars. In 2020, the Ebling Family Foundation joined the Janey Fund Charitable Trust to grow and support Janey Scholars.

The expertise, life experiences and dedication of our volunteer Mentors and Janey alumni are the cornerstones of our work to help students thrive in college, set big goals, move out of their "comfort zones" and persist through the many obstacles they will face. Helping our Scholars achieve success and happiness are our goals.

- In 1999 Janey Scholars began with 4 students.
- In 2020 we worked with 83 students, primarily from Boston public schools.
- Almost 300 students have participated in Janey Scholars to date.

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Our Objectives

- To help students achieve their academic goals and success
- To enable students to participate in life and career influencing experiences
- To create a network of students who encourage and support one another
- To minimize postgraduate debt
- To support students in developing the skills to achieve long-term career success and financial independence
- To encourage students to participate in their community

What We Look for in Our Scholars:

- Outstanding academic record in high school (GPA 3.0 or above)
- Financial need (family gross income less than \$65,000 per year)
- Strong financial aid package (no more than approximately \$5,500 in loans per year)
- Acceptance to a very competitive four-year college
- Highly motivated for academic success
- Evidence of commitment to service and their community
- Students from urban schools, with priority given to students from Boston Public Schools

PROGRAM COMPONENTS

Janey Scholars is not a typical scholarship - **we DO NOT** give tuition assistance. We **DO** provide the following support:

1) Mentoring and peer support

- One on one mentoring
 - support and advice
 - problem solving and decision making -- support students to access resources at school and in the community
 - planning study abroad and enrichment opportunities
 - career advice and guidance (when possible)
- Peer support
- Alumni support and engagement

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2) Flexible and individualized financial support

- Books (\$500/semester)
- Spending money (\$200/month)
- Computer (beginning of first year)
- Travel to and from college or university
- Emergency needs
- Other

3) Academic support

- Summer course
- Tutoring and Enrichment

4) Financial support for study abroad and community service

- Up to three experiences (summer, semester)
 - Max of \$4,000 for summer study abroad
 - Max of \$8,000 for semester study abroad

5) Career development, financial literacy and planning, mental health and wellness with Mentor referral

- Internship support
- Alumni and professional networking
- Career coaching (Barry Katz)
- Financial coaching (Jason Andrade)
- One on one counseling (Brenda Goff, Nancy Green, or Emely Santiago (Janey Alum))

6) “Back-end Scholarship” (Loan repayment)

- Up to \$20,000 in student loan debt repayment upon graduation

STUDENT RESPONSIBILITIES

We expect Janey Scholars to follow the principles of LEARN, EARN and RETURN

Learn

- Maintain a minimum 3.0 GPA (or demonstrate progress towards 3.0 GPA over academic year)

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- Take challenging courses and explore interests beyond your “comfort zone”
- Engage in new experiences, clubs, etc

Earn

- Work and/or volunteer during the summer months and use some portion of your earnings for school-related expenses
- Participate in summer internships that will build skills, expand your vision of what is possible, build your network, and support career development

Return

- Give back – work, volunteer or other efforts to support your community and help others as a Janey Scholar and alum
- Be an ambassador for Janey Scholars by sharing your experience as a scholar and nominate future, eligible, scholars

In addition, students are expected to meet all deadlines, attend Janey Scholars events and keep in monthly contact with their mentors (no later than the 15th of each month).

FINANCIAL SUPPORT GUIDELINES

Each Janey Scholar will receive money to pay for books each semester (\$500) and a monthly stipend for discretionary expenses (\$200). The monthly stipend is intended to offset the daily costs of college and allow students to participate more fully in their college experience.

BOOK MONEY

- \$500 in September and January

MONTHLY STIPEND

- \$200 on the first day of each month from September through May
 - Students must contact their mentor by the 15th of each month to confirm receipt of their deposit. **Students who do not contact their mentor by the stated deadline will not receive the following month’s stipend.**

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Janey Scholars also provides flexible, targeted and individualized financial supports which must be reviewed and approved by Mentors.

The following guidelines serve as a general description of the financial support available through Janey Scholars. Students are required to submit a completed Request Form as part of any request for financial support.

All requests take a minimum of three weeks to be considered, approved, and processed.

Decisions on financial requests will be made on an individual basis and will be based on a variety of factors, including academic performance, need and demonstration of personal responsibility and work ethic. Fulfillment of financial requests is completely up to Program discretion and not guaranteed.

GENERAL

- **The completed Request Form must include all appropriate documentation (program costs, course registration forms, etc.)**
- **Payments cannot be made to students** – all payments (with the exception of book money and the monthly stipends) will be made directly to the vendor (college, computer retailer, travel company, etc.)
- **Link to Request form** -- <https://forms.gle/tZdgBaDCsJN5P7qW7>
 - Examples of requests Janey Scholars can help with include but are not limited to, luggage, music classes, fitness classes, band dues, club dues, exam fees for LSAT, tutoring fees, replacement of lost/broken prescription glasses, etc.

COMPUTERS

- Janey Scholars will supply one laptop to each student upon acceptance into the program, unless the student is already receiving a laptop from another program/scholarship.
 - Janey Scholars will not approve requests made for additional electronics such as Ipads/tablets, phones, wireless headphones, air conditioners, electric desks, etc.

TRAVEL TO/FROM COLLEGE

- Janey Scholars will pay for travel costs (air, bus or train fare) to/from college for fall/spring semesters, and holiday breaks

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- Travel to and from college should be booked a minimum of four weeks (30 days) prior to intended travel (ideally more to secure the best fares and options). Process:
 - Contact your mentor to get approval for travel expenses
 - Complete the Janey Scholars Request Form
<https://forms.gle/tZdgBaDCsJN5P7qW7>
 - Janey staff will connect student with STA Travel to make arrangements on behalf of the student
<https://www.statravel.com/solutions/janey-scholars.htm>
 - Janey Scholars cannot reimburse students for flights – all travel must be booked through STA

SUMMER COURSES

Janey Scholars will help pay tuition for two summer courses during college. The program will not provide funding for books, supplies or other expenses during the summer, as students are expected to work to cover those costs. The following issues will be considered when assessing a student's request to take a summer course:

- What is the goal of taking the summer course – remediation, acceleration, opportunity to live away from home for personal reasons, etc?
- How many credits will be earned?
- What is the cost of the course?
- What are your summer housing plans?
- What else do you plan to do over the summer?

SUMMER INTERNSHIPS

Janey Scholars requires students to engage in meaningful and productive experiences during the summers. This may include paid work, volunteer work, summer courses or some combination of these activities.

Because many students are interested in working for non-profits and many non-profits do not have the ability to pay summer interns, each summer Janey Scholars will offer a limited number of stipends for students who choose to work for a non-profit organization.

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The amount of the stipend will vary depending on the nature of the work and the number of hours and weeks worked, but will not exceed state mandated minimum wage per hour at 35 hours per week for 10 weeks.

Criteria for internships at non-profit organization:

- Student must be a rising sophomore, junior or senior
- Student must have a minimum 3.0 GPA
- Student must work a minimum of 8 weeks, and no less than 20 hours per week
- The non-profit must be a 501(c)(3) organization within the US
- The non-profit shall identify clear responsibilities and job activities for the summer intern and provides weekly supervision
- The student is responsible for their own housing and travel related to the internship

Process for internships with non-profit organization:

1. Student secures internship with non-profit
2. Student reviews internship plan with their mentor (Students should discuss their internship plans with their mentor well in advance of the May 15th deadline and anticipate mentors will have questions that need to be addressed prior to approval)
3. Once details are approved by mentor, the student submits a completed Request Form NO LATER THAN MAY 15th, if received later without prior communication with mentor Janey will NOT provide funding. The Request Form **must** include a letter from the non-profit stating the following:
 - What the intern will do
 - How the intern will be supervised
 - Number of weeks and hours/week the intern will work (include start and end dates)

Janey will provide a grant to the nonprofit to pay the student.

Students are encouraged to seek credit from their college for participating in the non-profit internship.

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STUDY ABROAD

Janey Scholars encourages students to participate in traditional academic study abroad programs as well as community service trips during their college years (during an academic semester, the summer or a winter or spring break).

Travel for academic study abroad programs and community service trips provide life-changing opportunities to learn first-hand about history, politics, geography, art, different cultures, and so much more. Study abroad and community service are also an important opportunity for students to challenge themselves by planning for and participating in a completely new experience in a very different environment and a chance for students to re-examine their place in the world.

Janey Scholars will provide support for up to three study abroad and/or community service experiences. Students who wish to receive financial support through Janey Scholars must meet the following criteria:

- Student must have completed first semester freshman year
- Student must have a 3.0 GPA

Scholars should discuss their plans for these programs and trips with their Mentor and submit a completed STUDY ABROAD AND COMMUNITY SERVICE WORKSHEET (see attached) to their Mentor for approval at **least one month prior to committing to any program or trip and not less than three weeks prior to any need for funds.** A complete request includes:

- a description of the program or trip
- detailed timelines and travel plans
- a budget that outlines all costs and the various sources of funding (scholarships, the scholar's own contribution of funds and the amount being requested from the Janey Scholars Program)

The **maximum** financial support including tuition, travel, etc. will be \$8,000 for a semester-long academic study abroad program, \$4,000 for a summer academic summer study abroad program, and \$2,000 for a community service trip.

The Janey funding is intended as **"last dollar"** support. Primary funding must come from grants, scholarships and student's savings from work. We highly discourage students from taking on Loans to study abroad.

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If a student plans to take loans to support any portion of their study abroad, the Janey Program will not provide any funding.

GRADUATE STUDIES

- **For students attending graduate school within 3 years of undergraduate graduation.**
- Financial support is limited to semester book money and monthly stipend
- **Three years** maximum support for graduate school

OTHER

A variety of other supports may be available to students to help them explore career opportunities, participate in enrichment activities, etc. Examples of other potential supports include music lessons and travel to conferences and career fairs. These requests should be discussed with the Mentor and decisions will be made on an individual basis.

LOAN REPAYMENT PROGRAM

Students are eligible to have some, or all, of their student loans paid by Janey Scholars upon graduation from college.

Janey Scholars will pay back up to \$20,000 of federal student loans issued through the student's college. We do not pay back any personal or family loans that are taken out above what the college financial aid services provide.

Upon graduation, Janey Scholars will determine students' eligibility based on the following:

- Record of academic success and personal accomplishments
- Commitment to others and to the community through volunteer and leadership activities
- Engagement with Financial Planner and Career Development experts

The loan repayment is considered by the Federal Internal Revenue Service (IRS) as income. This means students are responsible for paying the taxes on the amount of the loan repayment. Please consult a tax specialist to fully

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understand your tax liability.

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DEADLINES

- Mid-year status report -- submit transcript by January 15th of each year
- Request for stipend for summer internship – no later than May 15th of each year
- Janey Scholars renewal application -- submit all information online by July 15th of each year
- Exit Survey – submit completed Exit Survey by 15th of following month (June 15th for May graduates, January 15th for December graduates)

If for any reason you are not able to make a deadline, notify your Mentor in ADVANCE with an explanation. Late submissions or missed deadlines without prior notification will not be accepted, no exceptions.

We believe in holding ourselves and scholars accountable for upholding the values and commitments made to the Janey Scholars Program. As such, we refer to the following guidelines for unmet communicated expectations:

- Failure to contact mentor before 15th of each month will result in **no** stipend for the following month
 - 4 or more missed check-ins in single academic year, without satisfactory explanation, will result in loss of scholarship for subsequent academic year
- Failure to respond to mentor or Janey Scholars staff within 72hrs of being contacted will prompt phone call from Executive Director
- Failure to maintain a 3.0 GPA will prompt development of an academic action plan¹ to confirm students are taking proper steps for staying in good academic standing
 - ¹ Action plan: Students must enroll in and attend tutoring services offered on campus, meet with academic Dean and/or Professor to discuss options for improvement with proof shared with Mentor, attend office hours, join group study sessions, complete extra credit, etc.
- Failure to submit Renewal Application by specified date in July will result in loss of scholarship for the subsequent academic year
- Failure to submit travel requests within specified time window will result in Janey Scholars not paying for submitted travel request
- Failure to attend at least one of Janey Scholar's events without reason will result in (Winter and/or Summer):
 - Risk to scholarship Renewal for subsequent academic year

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- Failure to attend and participate in all mandatory events without prior explanation will result in:
 - Delayed loan repayment for graduating Students who have not submitted Exit Survey AND met with Janey Scholars Financial Advisor
 - Risk to scholarship Renewal for subsequent academic year

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MENTORS AND CONTACT INFORMATION

PROGRAM DIRECTOR

Caroline Guerrero

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ADMINISTRATIVE STAFF

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Request Form

The Janey Scholars request form for ALL requests (travel, summer courses, additional support, etc.) must be submitted through the online google form:

<https://forms.gle/w3SdtuC98Xe8Se6T6>

Necessary attachments (proof of cost for summer courses, etc..) must be emailed to janeyscholars@tpi.org in addition to submitting this form.

You must have your Mentor's approval before submitting the form.