



**KAUFFMAN**  
**SCHOLARS, INC.**

# **Student Handbook**

Program Policies and Procedures

October 2015



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## INTRODUCTION

Kauffman Scholars, Inc. (“KSI”) is a multi-year, out-of-school program that supports the academic, social, and emotional development of low-income students to increase their chances of postsecondary success. Postsecondary success is defined as the completion of a four-year college degree (bachelor), two-year college degree (associate), or vocational certification. The centerpiece of the program is a supportive network of KSI Coaches and resources. Students who successfully complete the program in high school are eligible for a last dollar scholarship for up to five (5) years of postsecondary education.

KSI reflects Ewing Marion Kauffman’s strong belief in opportunity through education. Mr. Kauffman also believed that opportunity comes with responsibility. Consistent with the spirit of Mr. Kauffman, KSI seeks to develop in students a true sense of ownership and responsibility for their actions and the consequences of those actions. Responsibility depends in part on an atmosphere of mutual courtesy and respect among KSI, students, and staff. Students are expected to observe the regulations of KSI, and to exhibit respect for themselves and others in their words and actions.

KSI is governed by policies that seek to promote responsibility, engender respect, and ensure that all KSI students take advantage of the resources to earn the scholarship, to make an appropriate choice of postsecondary education, and to succeed. The expectations, rules, and procedures set forth in this KSI Student Handbook of Program Policies and Procedures (“Handbook”) are designed to give students a better understanding of what it means to be a Kauffman Scholar, and to provide information on the purposes, goals, and administration of the KSI program.

### Mission

To help low-income students in Kansas City, Kansas, and Kansas City, Missouri, become college and career ready, increasing their chances for postsecondary success.

### Vision

To nurture a community of economically independent individuals who are engaged citizens, contributing to the improvement of Kansas City, Kansas, and Kansas City, Missouri.

### Notice of Nondiscrimination

KSI does not discriminate on the basis of race, color, national origin, age, religion, creed, sex, sexual orientation, veteran’s status, disability, or any other legally recognized classification in admissions or access to its programs and activities. Specific complaints of discrimination should be referred to KSI Executive Leadership (Program Director, Director of Finance and Operations, and/or the KSI Board of Directors). Making a good faith, reasoned complaint of discrimination will not cause any negative reflection on the complainant from KSI, nor will it affect his/her access to programs, activities, services, privileges, advantages, or accommodations provided by KSI.

### Notice of Anti-Harassment

Harassment or bullying of any person is strictly prohibited. It is the intent of KSI to maintain an environment that is free from harassment of any nature, whether by fellow students, staff, contractors, volunteers, or otherwise, and the dignity of every person is respected and appreciated.



Harassment can take many forms. Generally, it involves conduct, comment, or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise offensive by causing discomfort, personal humiliation or embarrassment to a person or group of persons, interfering with their ability to participate in or take advantage of the KSI program.

Sexual harassment includes unwanted sexual advances, requests for sexual favors, and/or other verbal or physical behavior or conduct of a sexual nature that occurs under certain conditions, and submission to or rejection of this conduct unreasonably interferes with an individual's participation in the KSI program activities or creates an intimidating, hostile or offensive environment.

Specific complaints of harassment should be referred to KSI Executive Leadership. KSI will strive to promptly investigate all complaints of harassment and will take appropriate disciplinary and/or corrective action based on the investigative findings and existing statutes and regulations. Making a good faith, reasoned complaint of harassment will not cause any negative reflection on the complainant from KSI, nor will it affect his/her access to programs, activities, services, privileges, advantages, or accommodations provided by KSI.

## **PROGRAM ELIGIBILITY**

To remain eligible for participation in the program, students must meet the following criteria in addition to complying with the provisions of this Handbook.

- Reside within the boundaries of the Kansas City, Kansas Unified School District #500 (KCUSD) or the Kansas City, Missouri School District #33 (KCPS)
- Attend a public, charter, private, or parochial middle or high school located within the city boundaries of Kansas City, Kansas or Kansas City, Missouri
- Complete all school graduation requirements and be a member of their scheduled graduating class
- Refrain from the use of illegal drugs and the use or abuse of alcohol

### **District to District**

Students may move from one of the eligible school districts to the other eligible school district with no change in the student's program status. However, it is the responsibility of the student and his/her family to inform KSI immediately with the appropriate proof of enrollment documentation from the school.

### **Within Eligible City Boundaries**

Students may transfer from one eligible school to another eligible school located within the city boundaries of Kansas City, Kansas, or Kansas City, Missouri. An eligible school is defined as any public, charter, private, or parochial middle or high school located within the Kansas City, Missouri, or Kansas City, Kansas, city boundaries. Transfer between these schools shall not affect the eligibility of the students to continue to participate in the program. However, it is the responsibility of the student and his/her family to inform KSI immediately with the appropriate proof of enrollment documentation from the school.



## Outside of Eligible School Districts

Students who no longer attend school at a public, charter, private or parochial school located within the city boundaries of Kansas City, Kansas or Kansas City, Missouri, will not be able to continue to participate in the program with the following exception:

### Special Circumstances

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There may be special circumstances in which a student is moved or transferred to a non-eligible district as a result of circumstances beyond the control of the student or parent/legal guardian. In these cases, a review of the situation will be conducted by KSI Executive Leadership to determine whether or not the student will be allowed to continue to participate in the program. If the student is not allowed to continue in the program but then returns to an eligible school, a parent/legal guardian may request a case review to determine if the student will be allowed to re-join the program. Parents are required to notify the program immediately upon the transfer/removal of their student from the eligible district. Please refer all eligibility inquiries to KSI Executive Leadership.

### Postsecondary

High school graduates who have transitioned to college will not be required to maintain permanent residence within the school district boundaries in order to remain in the program. However, regardless of a student's official residence, the expectation is that every student will meet all postsecondary program requirements.

## STUDENT CODE OF CONDUCT

KSI maintains the expectation that all students will be active and engaged participants in the program and, in so doing, will develop a life-long appreciation for learning and achievement. This requires a climate of consideration and mutual respect. All aspects of a student's conduct – his/her speech, manners, attire – should reflect respect for himself/herself and for the rights of others. A person's contribution to any community (e.g., family, school, society, etc.) is a product of his/her respect for himself/herself.

### Basic Expectations

Whether at school, at KSI programming, in the community, or at home, every student in the program is expected to constantly work towards honing and developing respect for self and others. With that in mind, KSI will not tolerate non-compliance in the following areas:

#### Respect for Self

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- Presenting a continual negative appearance or an apathetic attitude toward academic and/or program requirements
- Use of and/or sharing drugs, alcoholic beverages, or other restricted substances at school, KSI programming, or other community events
- Being arrested, convicted, or entering guilty pleas or the equivalent



## Respect for Others

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- Treatment of KSI staff, teachers, students or others with disrespect, as evidenced by insubordination, lying, or discriminatory comments or actions based on race, gender, sexual orientation, income, etc.
- Violating the rights of KSI staff, teachers, students, or others (e.g., assault, battery, fighting, theft, etc.)
- Vandalizing or defacing KSI program space, school, or private property
- Endangering themselves and others by bringing a weapon to school, KSI activities or other community events
- Disruptive conduct at school or KSI programming
- Association with gang-related activity

## Alcohol, Drug, and Tobacco Policy

Any student who knowingly possesses, uses, transmits, or is under the influence of alcohol or illegal drugs at any time, is subject to immediate dismissal from KSI. The use of alcohol by a minor, the distribution of alcohol to a minor by an adult, and the use of any controlled substance are all against the law and are considered serious misconduct. KSI reserves the right to randomly test participants for drug and alcohol usage. Violators of this policy will be referred to KSI Executive Leadership.

KSI reserves the right to call emergency medical personnel to transport intoxicated or drug-impaired individuals to the nearest hospital emergency room. Any costs associated with such emergency response are the responsibility of the student's parent/guardian.

Tobacco is a controlled substance for minors and is, therefore, prohibited to KSI students under age 18. Violators of this policy will be referred to KSI Executive Leadership.

## Usage of Technology

Students may use computers, email and other hardware/software as a way to maximize engagement and enhance the KSI experience. KSI believes in the appropriate use of the internet, email, local area networks, and stand-alone personal computers, in the form of information resources and opportunities for learning. All KSI email, network, hardware or software will be used only for KSI-related communication and activities.

Each student shall be held accountable for his/her actions and activity within the scope of technology use at KSI. Unacceptable uses of the email, network, hardware or software will result in the suspension or revocation of these privileges. Examples of unacceptable use are as follows:

- Using KSI technology for an illegal activity, including the violation of copyright or other contracts
- Using KSI technology for financial or commercial gain
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another
- Wastefully using finite resources (e.g., paper)
- Gaining unauthorized access to resources or entities



- Invading the privacy of individuals
- Using the account owned by another
- Posting personal communications without the author's consent
- Virtual or online bullying/harassment
- Posting anonymous messages
- Accessing the Internet to view or otherwise use pornographic materials

## COACHING

KSI coaching is designed to provide services to meet the unique needs of each member of the KSI community. The student's connection with his/her Coach is the most critical relationship that the student will have in KSI. The Coach is an advisor, mentor, advocate, and confidante who is focused on the student's interests and success. Coaches offer a variety of student services: personal/social advice, study skills assistance, academic advising, registration information, career counseling, and referral services. Formal counseling (i.e., psychological therapy) is not a service provided by KSI Coaches.

### Coaching Engagement Expectations

#### Seeing Your Coach

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Coaches proactively visit with students on a case-by-case basis. Special emphasis is placed on students whose grades or other factors indicate difficulty. It is the responsibility of the student to make an appointment with his/her Coach when circumstances arise which require assistance.

#### Gmail

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The primary form of communication between student and Coach will be through Kauffman Scholars Gmail accounts. It is the responsibility of the student to check the Gmail accounts frequently throughout the week and respond to all messages with proper email etiquette.

### Confidentiality Policy

KSI understands that it may have access to and be aware of an array of highly sensitive personal, medical, and/or academic information about each student. This information may come to KSI directly from students, parents, legal guardians, teachers, principals, family members, or others. KSI does not intend to use such information for any purpose other than the academic and social enrichment of the student in furtherance of the objectives of the KSI program. KSI expects that it may share confidential information only with KSI staff on a need-to-know basis whenever appropriate to complete the program objectives or if legally required to do so.

KSI will attempt to use reasonable efforts to not disclose or otherwise share confidential information, except with the specific prior written authorization of the parent or legal guardian as required by law. KSI will keep all documents containing such information in a secure location.

### Reporting Child Abuse and Neglect

Legal and ethical obligations require that KSI report suspected child abuse and neglect. If an occurrence has been reported to or observed by any KSI staff, contractor, or volunteer, or if KSI has reasonable cause to suspect that a student has been abused and/or neglected or threatened with abuse, KSI shall report such incidents to the appropriate entity or local law



enforcement officials. Additionally, if any of the following information is given by a student during a confidential coaching session, KSI is legally bound to inform a parent and/or legal authority:

- If a student indicates he/she is going to physically harm himself/herself or jeopardize his/her life
- If a student indicates he/she is going to physically harm another or jeopardize another's life or has knowledge that another's well-being is threatened
- If a student indicates he/she is being physically, sexually, and/or emotionally abused

## **PARTICIPATION REQUIREMENTS**

KSI Coaches, family members, teachers, mentors, and friends may guide and direct the development process, but real achievement in the pursuit of excellence is not possible if a student takes a passive role in the process. KSI aims to empower students to own their academic and personal development, setting them up for postsecondary success.

### **Performance Categories**

Participation in the KSI program is a privilege, not a right. Continued participation in the KSI program for every student is determined by academic, behavior, and program performance. Below are the major checkpoints used to evaluate a student's standing in the KSI program.

#### **Behavioral Performance**

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- In-School Suspensions (ISS): Full or part-day
- Out-of-School Suspensions (OSS): Full or part-day
- Code of Conduct violations: Both school and KSI referrals/write-ups (any infraction listed on a behavior report that is not an ISS/OSS)
- Adherence to the KSI Drug/Alcohol/Tobacco Policy
- Criminal activity

#### **Academic Performance**

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- Grade Point Average (GPA)
- Failing grades (F, I, NG)
- Credit hours passed (College students only)

#### **Program Performance**

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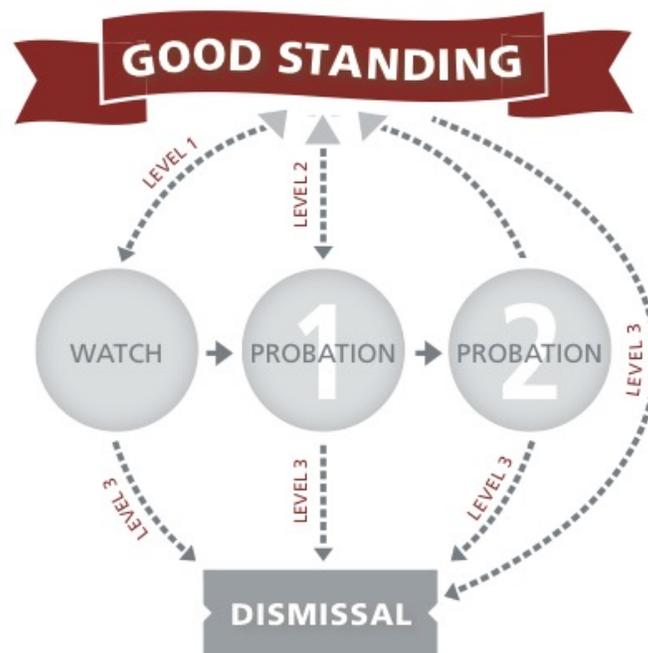
- Unexcused absences for KSI programming
- Unexcused absences for Individual Success Plan (ISP) Coach/Advisor meetings
- Regular submission of semester grade reports



## Watch, Probation, and Dismissal for High School Students

A student is considered to be in GOOD STANDING with KSI when he/she is meeting all KSI behavioral, academic, and program expectations. KSI Coaches will work with students to nurture their academic and social development. KSI Coaches will assist each student in addressing these situations as they arise, guiding the student to identify strategies to avoid future mistakes and/or poor decisions.

The following procedures explain how KSI Coaches will work with students who experience challenges and need corrective plans of action. KSI will review individual high school student status in the program on a semester basis, following the issuance of school reports for the fall and spring semesters of the academic year. Summer requirements are considered part of the fall semester for program status evaluation.



### KSI WATCH Procedure (High School)

A student will be placed on WATCH if and when any of the Level 1 Actions listed below occur. A student shall remain on WATCH for one (1) full semester. While a student is on WATCH, his/her Coach will monitor the student's progress in an effort to assist the student to return to GOOD STANDING. If a student fails to meet the requirements to return to GOOD STANDING at the end of the semester on WATCH, the student's status will be elevated to PROBATION 1.

If at any time while on WATCH, a student commits a Level 2 Action, he/she will be automatically placed on PROBATION 1 the subsequent semester. If at any time while on WATCH a student commits a Level 3 Action, he/she will be subject to DISMISSAL.



At the conclusion of the semester on WATCH, the student will receive communication informing him/her of his/her updated program status.

### KSI PROBATION Procedure (High School)

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A student will be placed on PROBATION 1 if and when any of the Level 2 Actions listed below occur, or when he/she fails to return to GOOD STANDING at the conclusion of a semester on WATCH. A student shall remain on PROBATION 1 for a maximum of one (1) full semester. While a student is on PROBATION 1, the student's Coach will monitor his/her progress in effort to assist the students return to GOOD STANDING.

If, at the conclusion of a student's PROBATION 1, the student fails to return to GOOD STANDING, he/she will be automatically placed on one (1) semester of PROBATION 2. Any student that completes two (2) consecutive semesters on probation (one semester on PROBATION 1 and one semester on PROBATION 2) without returning to GOOD STANDING will be subject to DISMISSAL. If at any time while on PROBATION 1 or PROBATION 2 a student commits a Level 3 Action, he/she will be subject to DISMISSAL.

At the conclusion of the semester on PROBATION 1 or PROBATION 2, the student will receive a communication informing him/her of their updated program status. Students on any level of PROBATION or subject to DISMISSAL are not eligible for certain KSI program activities or the end of semester Incentives Program.

### KSI DISMISSAL Procedure (High School)

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A student will be subject to DISMISSAL if and when any of the Level 3 Actions listed below occur, or when a student fails to return to GOOD STANDING after one semester on PROBATION 2.

KSI Executive Leadership will exclusively handle all cases of DISMISSAL ensuring due process. Students dismissed from the program will have the opportunity to submit a reinstatement application to appeal the decision. Reinstatement applications are reviewed to determine if an appeal will be granted.



## 11<sup>th</sup> Grade Expectations

Below are the various actions that subject a student to being placed on WATCH, PROBATION, or subject to DISMISSAL by KSI Executive Leadership. Behavior, Program, and Academic actions are evaluated on a semester basis.

The count for Academic actions is based on each individual semester and does not count toward the subsequent semester or annual total. The count for Behavior and Program actions are tallied and assessed at the end of the Fall Semester and carried forward to the annual review, held at the conclusion of the Spring Semester.

	<b>Behavior (Semester)</b>	<b>Academics (Semester)</b>	<b>Program (Semester)</b>
<b>Level 1 Actions (Watch)</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> ISS</li> <li>• 2<sup>nd</sup> Conduct Violation</li> </ul>	<ul style="list-style-type: none"> <li>• 1 failing grade (F, I, NG)</li> <li>• &lt; 2.5 GPA</li> <li>• Did not attend at least 1 workshop</li> </ul>	<ul style="list-style-type: none"> <li>• 2 unexcused program absences</li> </ul>
<b>Level 2 Actions (Probation)</b>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> ISS</li> <li>• 1<sup>st</sup> OSS</li> <li>• 3<sup>rd</sup> Conduct Violation</li> </ul>	<ul style="list-style-type: none"> <li>• 2 failing grades (F, I, NG)</li> <li>• &lt; 2.0 GPA</li> </ul>	<ul style="list-style-type: none"> <li>• 1 ISP absence</li> <li>• 3 unexcused program absences</li> </ul>
<b>Level 3 Actions (Subject to Dismissal)</b>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> ISS</li> <li>• 2<sup>nd</sup> OSS</li> <li>• 4<sup>th</sup> Conduct Violation</li> <li>• Criminal conviction</li> </ul>	<ul style="list-style-type: none"> <li>• 3 or more failing (F, I, NG) grades</li> </ul>	<ul style="list-style-type: none"> <li>• 2 ISP absences</li> <li>• 4 unexcused program absences</li> </ul>



## 12<sup>th</sup> Grade Expectations

Below are the various actions that directly subject a student to being placed on WATCH, PROBATION, or subject to DISMISSAL by KSI Executive Leadership. Behavior, Program, and Academic actions are evaluated on a semester basis.

Senior year is a unique year that requires specific benchmarks. The behavior and academic benchmarks remain identical to previous years; however, program expectations increase as students move through the college selection process during senior year.

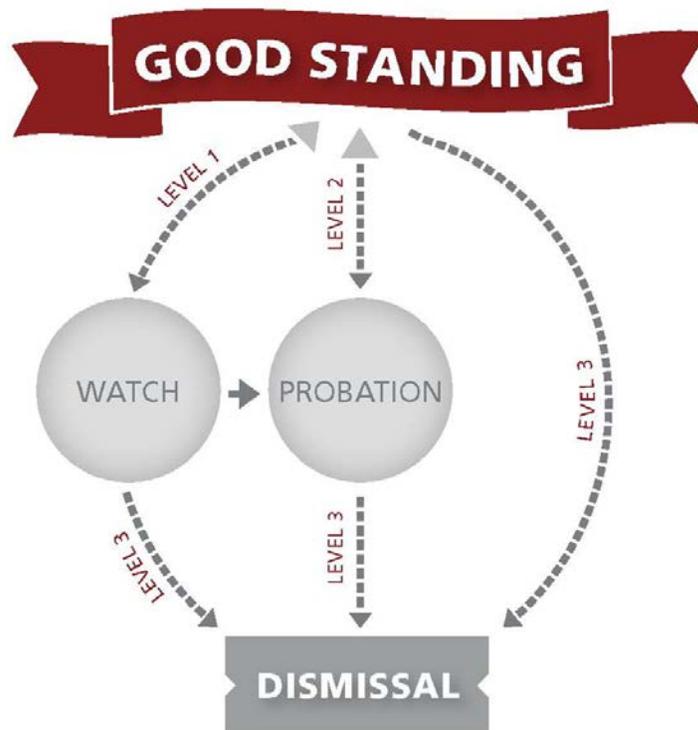
	<b>Behavior (Semester)</b>	<b>Academics (Semester)</b>	<b>Program (Semester)</b>
<b>Level 1 Actions (Watch)</b>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> ISS</li> <li>• 2<sup>nd</sup> Conduct Violation</li> </ul>	<ul style="list-style-type: none"> <li>• 1 failing grade (F, I, NG)</li> <li>• &lt; 2.5 GPA</li> <li>• Did not attend at least 1 workshop</li> </ul>	<ul style="list-style-type: none"> <li>• 1 missed scholarship</li> <li>• Only 1 advisor check-in/semester</li> <li>• 2 unexcused program absences</li> </ul>
<b>Level 2 Actions (Probation)</b>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> ISS</li> <li>• 1<sup>st</sup> OSS</li> <li>• 3<sup>rd</sup> Conduct Violation</li> </ul>	<ul style="list-style-type: none"> <li>• 2 failing grades (F, I, NG)</li> <li>• &lt;2.0 GPA</li> </ul>	<ul style="list-style-type: none"> <li>• 2 missed scholarships</li> <li>• 1 ISP absence</li> <li>• 3 unexcused program absence</li> </ul>
<b>Level 3 Actions (Subject to Dismissal)</b>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> ISS</li> <li>• 2<sup>nd</sup> OSS</li> <li>• 4<sup>th</sup> Conduct Violation</li> <li>• Criminal conviction</li> </ul>	<ul style="list-style-type: none"> <li>• 3 or more failing (F, I, NG) grades</li> </ul>	<ul style="list-style-type: none"> <li>• 3 or more missed scholarships</li> <li>• 2 ISP absences</li> <li>• 4 unexcused program absences</li> <li>• Failure to complete Summer Bridge Program</li> </ul>



## Watch, Probation, and Dismissal for Postsecondary Students

A student is considered to be in GOOD STANDING with KSI when he/she is meeting all KSI behavioral, academic, and program expectations. KSI Coaches will work with students to nurture their academic and social development. KSI Coaches will assist each student in addressing these situations as they arise, guiding the student to identify strategies to avoid future mistakes and/or poor decisions.

The following procedures explain how KSI Coaches will work with postsecondary students who experience challenges and need corrective plans of action. KSI will review individual collegiate student program status on an annual basis in the spring, following the submission of both fall and spring transcripts for the academic year.



### KSI WATCH Procedure (Postsecondary)

A student will be placed on WATCH if and when any of the Level 1 Actions listed below occur. A student shall remain on WATCH for one (1) full academic year. While a student is on WATCH, his/her Coach will monitor the student's progress in an effort to assist the student to return to GOOD STANDING. If a student fails to meet the requirements to return to GOOD STANDING at the end of the academic year on WATCH, he/she will be elevated to PROBATION.



If at any time while on WATCH, a student commits a Level 2 Action, he/she will be automatically placed on PROBATION the subsequent academic year. If at any time while on WATCH a student commits a Level 3 Action, he/she will be subject to DISMISSAL.

At the conclusion of an academic year on WATCH, the student will receive communication informing him/her of his/her updated program status.

### **KSI PROBATION Procedure (Postsecondary)**

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A student will be placed on PROBATION if and when any of the Level 2 Actions listed below occur, or when he/she fails to return to GOOD STANDING at the conclusion of an academic year. While a student is on PROBATION, the student's Coach will monitor his/her progress in effort to assist the student to return to GOOD STANDING.

Any student that completes an academic year on PROBATION without returning to GOOD STANDING will be subject to DISMISSAL. If at any time while on PROBATION a student commits a Level 3 Action, he/she will be subject to DISMISSAL.

At the conclusion of an academic year on PROBATION, the student will receive a communication informing him/her of their updated program status. Students who are on PROBATION or subject to DISMISSAL are not eligible for certain KSI program activities or the end of the year Incentives Program.

### **KSI Dismissal Procedure (Postsecondary)**

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A student will be subject to DISMISSAL if and when any of the Level 3 Actions listed below occur, or when a student fails to return to GOOD STANDING after one academic year on PROBATION.

KSI Executive Leadership will exclusively handle all cases of DISMISSAL ensuring due process. Students dismissed from the program will have the opportunity to submit a reinstatement application to appeal the decision. Reinstatement applications are reviewed to determine if an appeal will be granted.



## Postsecondary Expectations

Postsecondary students are held accountable for academic, behavior, and program performance on an annual basis. Below are the various actions that result in a student to being placed on WATCH, PROBATION, or subject to DISMISSAL by KSI Executive Leadership. Please note that the following chart represents program status (if a student is active or inactive). Requirements for a student’s eligibility to receive the KSI Scholarship can be found in the Student Handbook section titled “Scholarship Eligibility”..

	<b>Behavior</b> <i>(Academic Year)</i>	<b>Academics</b> <i>(Academic Year)</i>	<b>Program</b> <i>(Academic Year)</i>
<b>Level 1 Action</b> <b>(Watch)</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>&lt; 2.5 GPA for coursework taken in an academic year</li> <li>&lt; 24 credit hours passed in an academic year</li> </ul>	<ul style="list-style-type: none"> <li>1 unexcused program absence</li> <li>School reports turned in 1-5 days late</li> </ul>
<b>Level 2 Action</b> <b>(Probation)</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>&lt; 2.0 GPA for coursework taken in an academic year</li> </ul>	<ul style="list-style-type: none"> <li>1 ISP absence</li> <li>2 unexcused program absences</li> <li>School reports turned in 6-10 days late</li> </ul>
<b>Level 3 Actions</b> <b>(Subject to Dismissal)</b>	<ul style="list-style-type: none"> <li>Institution Code of Conduct suspension or expulsion</li> <li>Criminal conviction</li> </ul>	<ul style="list-style-type: none"> <li>3 or more failing (F) grades in one semester</li> </ul>	<ul style="list-style-type: none"> <li>2 ISP absences</li> <li>3 unexcused program absences</li> <li>No submission of official transcripts</li> <li>School reports turned in 11 or more days late</li> </ul>



## Appeal of Dismissal

Students who have been dismissed from KSI have the opportunity to appeal the dismissal. The appeal must be made using the reinstatement application that accompanies the dismissal notification letter. The completed form and any supporting documentation can be mailed via certified mail, hand-delivered (signature required) or emailed to:

Tanesha Ford  
Program Director  
Kauffman Scholars, Inc.  
4801 Rockhill Rd.  
Kansas City, MO 64110  
appeals@kauffmanscholars.org

KSI must receive all appeals no later than seven (7) calendar days following the effective date of dismissal, which can be found on the dismissal letter. Any appeal received after that time will not be considered and the student will remain dismissed from the program.

All appeals received within the allowable time frame will be reviewed by the KSI Review Board, which may consist of members of the KSI leadership team, the KSI Board of Directors, and the Ewing Marion Kauffman Foundation (“EMKF”) legal department. Appeal meetings will commence no earlier than one week from the dismissal effective date as provided in the dismissal letters.

Students will be contacted by KSI to schedule an appeal meeting. The meeting will occur either by phone or in person to review the appeal and all supporting documentation presented. Parents will only be contacted if the student is under the age of 18 and/or a high school student.

The evaluation of final appeal decisions will be completed by the KSI Review Board and all appeal decisions will be finalized within one (1) week of the individual appeal meetings. The results of a student appeal will be mailed via certified and regular mail to the student and his/her family.

The decision made by the KSI Review Board on any dismissal appeal is final. If a student is reinstated, he/she will have no opportunity to appeal any future dismissal. KSI reserves the right to deny an appeal on a case-by-case basis.

Any student who is reinstated in the program as a result of the appeal process will re-enter the program on a final semester of PROBATION.



# KSI SCHOLARSHIP & ELIGIBILITY

KSI provides comprehensive, on-going postsecondary advisement to students that includes, but is not limited to: testing, individual and group coaching, and document processing for college admissions, scholarships, and financial aid. The process for transitioning to college begins during high school junior year and support continues through postsecondary completion.

## KSI Scholarship

The KSI Scholarship covers tuition, mandatory student fees, books, and reasonable campus-sponsored room and board. The following are general guidelines regarding the KSI Scholarship:

- The KSI Scholarship is a last dollar scholarship. This means that after all federal, state, institutional, merit and other forms of financial aid have been applied to a student's account, the KSI Scholarship will cover the remaining balance of eligible expenses;
- The KSI Scholarship is to be used in conjunction with other scholarships and financial aid;
- The KSI Scholarship is an annually renewable scholarship with an end/termination date based on the student's entry in postsecondary education;
- The KSI Scholarship's annual renewal is contingent on students meeting both scholarship eligibility and program engagement requirements;
- The KSI Scholarship covers all eligible expenses starting from the academic school year following high school graduation through the fifth consecutive year of postsecondary education, 150 credit hours after high school graduation, or the completion of a Bachelor's degree, whichever comes first; and
- The KSI Scholarship will only be administered during the traditional academic school year (fall and spring semesters). Exceptions may be made by KSI Executive Leadership for students participating in programs which require enrollment during non-traditional periods. Students must provide documentation by the institution outlining requirements.

## Expenses Covered by the KSI Scholarship

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The KSI Scholarship will only cover the costs directly associated with successful degree completion. These items specifically include:

- Tuition and mandatory fees
- Textbooks – where available, students must utilize book rental programs
- Housing and Dining\* – on campus, as approved by KSI Administration

\*For all housing accommodation options, it is the student's responsibility to meet required application submission deadlines to secure the appropriate housing accommodations. Any student intending to reside in institution-sponsored housing must verify housing application submissions with his/her Coach. Failure to meet these requirements could jeopardize the student's enrollment status for the academic year.

Please note that many institutions do not guarantee campus housing beyond the first year. In these instances, it is the student's responsibility to seek out and secure campus housing. The KSI Scholarship does NOT cover non-institution sponsored housing options.



## Expenses Not Covered by the KSI Scholarship

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The following are examples of items not covered by the KSI Scholarship. This list includes, but is not limited to the following:

- Travel expenses
- Parking tickets
- Parking permits/passes
- School apparel
- Sporting and other special events on-campus
- Snack/beverage/food purchases outside of approved meal plan option
- Laundry
- Residence hall decorating materials
- Additional supplies (e.g., calculators, stethoscopes, laptops, etc.)
- Library fines
- Conference fees
- Organization membership dues\*\*
- Personal expenses (e.g., phone bills, transportation, etc.)
- Parental costs (e.g., orientation fees, transportation, etc.)
- Repeat courses
- Non-institution sponsored housing

\*\*While KSI encourages students to participate in school activities, it is important that academics and the successful completion of a postsecondary degree remain the highest priority. Students seeking to affiliate with fraternities, sororities or like organizations must complete the first semester of their freshman year (a minimum of twelve (12) credit hours) in good academic standing (minimum 2.5 grade point average). Students must confer with their Coach prior to affiliating with such groups. Failure to comply with these guidelines may result in the student being placed on program probation.

## Matriculation Fees

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KSI will subsidize matriculation fees for KSI Network Institutions. These fees include housing deposits, enrollment deposits and student orientation fees (KSI does not subsidize guest/parent fees). Please keep in mind that payment of these fees is contingent on the student's eligibility for the KSI Scholarship.

## Housing & Dining Allotment

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The KSI Scholarship provides for a reasonable Housing & Dining Allotment for scholarship eligible students each academic year. The Housing & Dining Allotment is the maximum amount of KSI scholarship dollars that will be used to cover approved housing and dining expenses. The Housing & Dining allotment will vary by institution, and can only be used for institution sponsored housing and dining plans.



The Housing & Dining Allotment will be reset each spring prior to the start of that upcoming academic year. Please contact your Coach for information regarding the housing allotment amount for a particular institution.

## KSI Network

Furthering KSI's commitment to promoting both the academic and social development of all students in the program, KSI has developed an exclusive partnership with area colleges and universities to create the KSI Network of Partnering Institutions ("Network Institutions"). All Network Institutions share in KSI's dedication to its students, and have agreed to provide dedicated academic/social resources and support that are critical for achieving postsecondary success.

The KSI Scholarship can only be used at KSI Network Institutions unless students meet both of the following criteria:

- A cumulative GPA of 3.0 or higher
- An ACT (or SAT equivalent) composite score of 25 achieved by or before the December test date of the senior year in high school

A student who meets both criteria listed above can petition for the opportunity to attend a non-Network Institution. Additional information on the petition process can be obtained from the student's Postsecondary Advisor. KSI scholarship funding can only be applied to colleges and universities within the contiguous 48 states, except in cases where international study abroad programs have been pre-approved by KSI Administration. Please refer to the KSI Study Abroad policy for additional information on what study abroad expenses are covered by the KSI Scholarship.

## Institutional Transfers

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KSI endeavors to create a favorable match between each student and a postsecondary education institution, with consideration of the student's interests and aptitude. Occasionally, students desire to voluntarily transfer to another institution. In this instance, the student will need to consult with his/her Coach. All prospective transfer requests must be submitted and approved by KSI staff by July 10<sup>th</sup> for transfers prior to the start of the upcoming fall semester and December 1<sup>st</sup> for transfers prior to the start of the spring semester.

In the case where a student fails to maintain satisfactory academic progress towards degree completion, KSI reserves the right to intercede and transfer the student to a postsecondary institution better suited to the student's individual learning skills and needs.

Students who either miss the transfer request deadline or have an unapproved transfer request may lose scholarship eligibility. Students can only request transfers to KSI Network Institutions.



## Scholarship Eligibility

For initial and continued eligibility for participation in the KSI program, which includes receipt of the KSI Scholarship, all students will be required to meet various submission deadlines throughout the calendar year.

<b>Final Semester of Senior Year</b> <i>(High School Students ONLY)</i>	<b>July 1st Eligibility Deadline</b> <i>(All Students)</i>	<b>December 1st Eligibility Deadline</b> <i>(All Students)</i>
Proof of legal presence in the United States of America as determined by KSI legal counsel	Submission of an institutional financial aid award letter for the upcoming academic year	All transfer requests must be submitted and approved
Submission of an official acceptance letter for the upcoming fall institution	*Submission of documentation confirming completion of the most recent Free Application for Federal Student Aid ("FAFSA") on or before March 1st of the current calendar year	Submission of the spring semester course schedule
Signed KSI Letter of Intent by all parties (students, parents, and KSI staff)	*Submission of documentation confirming completion of the Financial Aid Verification process (for students selected for verification ONLY)	
	*Submission of the most recent Student Aid Report ("SAR")	
	Submission of documentation confirming the annual renewal of a release of student records or Family Educational Rights and Privacy Act ("FERPA") release for KSI	
	Submission of the upcoming fall semester course schedule	
	Submission of proof of completion for at least two (2) additional outside scholarships	
	All transfer requests must be submitted and approved	

*\*Students ineligible to complete the FAFSA will need to consult their Coach for additional requirements.*



Students will adhere to all scholarship expectations and standards as set forth in this Handbook and otherwise comply with all requirements, policies, and procedures as deemed necessary by KSI to support the student's successful participation in the program.

Any student who fails to comply with scholarship eligibility requirements will be subject to discontinuation of KSI scholarship support and/or program dismissal.

## FAFSA Completion

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Beginning in the 12th grade, eligible students must complete and submit the federal government's Free Application for Federal Student Aid ("FAFSA"). Eligible students must reapply for financial aid each year by completing the Renewal FAFSA online at [fafsa.ed.gov](https://fafsa.ed.gov). It is the student's responsibility to reapply for aid each year.

College institutions establish a financial aid application priority date. Applying for aid by this date assures eligibility for the best package of aid available by that institution. The priority filing date is March 1<sup>st</sup>. This is the date by which the federal processor must receive the student's financial aid application.

The February 1<sup>st</sup> priority date is the same each year, and it is also the mandatory filing date for students in the KSI program. **PLEASE NOTE, failure to provide proof of FAFSA completion on or before February 1<sup>st</sup> will lead to scholarship ineligibility for the subsequent fall semester.**

## Award Letter

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After students complete the FAFSA, an award letter is generated, typically in early to mid-April. This letter spells out the details of each student's financial aid package. A financial aid package is a collection of different types of financial aid from multiple sources. Packages may include grants, loans, and scholarships and is intended to help fill the gap between your ability to pay, the expected family contribution ("EFC") and the cost of attendance ("COA").

After an award letter is received, students may be asked to return a signed copy of the letter in which each source of financial aid is accepted or rejected. The financial aid process will not be completed in most instances until the student completes this process. Coaches will work with each student when necessary to determine which awards to accept and/or decline.

Keep in mind that students may not be able to obtain their Financial Aid Award Letter if the institution selects the student for financial aid verification. Failure to provide the award letter by the July deadline will lead to scholarship ineligibility for the upcoming fall semester.

## Financial Aid Verification

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Financial Aid Verification is the process of confirming, through additional documentation submission, that the information provided on a student's FAFSA is accurate. The federal government requires all colleges and universities to verify and/or confirm the data reported by students and their parent(s) on the FAFSA.

Keep in mind that each year, students can be selected for Federal verification, local/institutional verification, or both. It is the student's responsibility to complete all items provided by either the Department of Education, or the student's institution, to meet all verification requirements.



KSI requires all students selected for verification to complete the process by the July 10<sup>th</sup> deadline of that upcoming academic year. Failure to comply will lead to scholarship ineligibility for that upcoming fall semester.

### Student Aid Report

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Within two (2) to four (4) weeks after submitting the FAFSA, students should receive a Student Aid Report (“SAR”) from the federal processor acknowledging the completion of FAFSA processing. Students are required to review the SAR carefully for any incorrect information. Questions about FAFSA processing, or how to amend incorrect information, can be directed to the Federal Student Aid Information Center (1-800-4-FED-AID) or the FAQ portion of the FAFSA website at [fafsa.ed.gov](https://fafsa.ed.gov).

Failure to submit the SAR prior to the July deadline will lead to scholarship ineligibility for that upcoming fall semester.

### Course Schedule

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Students are required to provide their Postsecondary Coach with a copy of their course schedule prior to the start of each semester. If there are any changes to the original schedule at any time prior to or during the academic semester, it is the student’s responsibility to provide KSI those updates. Failure to comply will lead to scholarship ineligibility for the upcoming fall/spring semester.

### Student Release of Records

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The Family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of educational records and to establish the rights of students to inspect and review their educational records. Generally, FERPA rules mandate that student academic information (grades, GPA, transcripts, academic warning, or probation), discipline records, and financial information (billing statements, or scholarship information) are only accessible by the student. In order for KSI to facilitate both financial and non-financial supports, a release of records must be on file for KSI at the student’s institution. Keep in mind that at several institutions additional paperwork (sponsorship or third-party support forms) may also be required. Additionally, at some institutions the student may need to update the forms (semi) annually.

It is the student’s responsibility to ensure that an up-to-date form is on-file at the appropriate institution at all times. Failure to have a current release of records on file for KSI will lead to scholarship ineligibility for that upcoming fall/spring semester.

### Supplemental Scholarship Applications

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As stewards of Mr. Kauffman’s legacy, students are expected to make a financial contribution to their postsecondary experience by pursuing supplemental scholarships to offset the last dollar contribution from KSI. All postsecondary students must complete two (2) or more additional scholarship applications each year.

Each submitted scholarship must be a minimum of \$500 and will be subject to Coach approval. Failure to comply will lead to scholarship ineligibility for the upcoming fall semester.



## Ineligible to Complete the FAFSA

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KSI students who are not eligible to complete the FAFSA, or cannot complete the FAFSA due to circumstances beyond their control, will be considered/reviewed on a case-by-case basis with respect to eligibility for the KSI Scholarship.

If a FAFSA completion exception is made and the student is otherwise eligible for the KSI Scholarship, the student will receive the KSI Scholarship and can attend any institution within the KSI Network. Students who are ineligible to complete the FAFSA may also have additional requirements for scholarship eligibility as determined by KSI legal counsel.

## Additional Scholarship Items

Outside of the items that students must submit/complete in order to remain scholarship eligible, there are additional items that students should be reasonably familiar with as these items can impact scholarship eligibility, full/partial payment of the scholarship, and in some cases program status.

### Third-Party Billing

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Each semester, scholarship payments from KSI are facilitated through third-party billing agreements. These agreements provide a centralized and efficient payment process between the institution and KSI. Students who attend institutions with formalized third-party billing agreements will not be required to submit a formal semester invoice to KSI for payment. Keep in mind that all holds on a student's account (e.g. personal charges, library fines, parking fines, financial aid verification, etc.) will need to be reconciled before the start of each semester.

Failure to reconcile student account holds may prevent KSI from making scholarship payments. Students who attend institutions without a third-party billing agreement on file will be required to submit a formal invoice to KSI for payment. Formal invoices need to be submitted at least fifteen (15) days prior to the due date as posted on the invoice. Formal invoices must be sent electronically to the student's Coach.

Students are responsible for checking with their Coach to determine if their institution has a third-party billing agreement in place. If a student fails to meet the deadline for submission of billing information, or is tardy in reconciling student account holds, the student will be responsible for paying any and all late fees incurred as a result of late payment.

### Overages/Refunds

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In certain cases, a student may have a credit balance in his/her school billing account. When this occurs, some schools will remit a check to the student. If a student receives a refund check from his/her school, the student must notify his/her Coach immediately. These funds are specifically intended to be applied toward approved expenses (see above "Expenses Covered by the KSI Scholarship").

Use of these funds for unapproved expenses or failure to report an overage in a timely manner will result in immediate termination of the KSI Scholarship and dismissal from the program. Furthermore, KSI reserves the right to pursue legal recourse to recover any unauthorized monetary expenditures.



## Scholarship Institution

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Similar to the awarding of federal and state financial aid, the KSI Scholarship will only be facilitated to a single institution each academic term. Students will not be able to split the KSI Scholarship to cover educational fees at multiple institutions.

## Satisfactory Academic Progress Expectations

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Financial aid is contingent upon continued satisfactory progress toward a degree or certificate. To retain the KSI Scholarship, a student must meet KSI's Satisfactory Academic Progress ("SAP") expectations, which may be more rigorous than the SAP policy of the institution the student attends. Students must meet KSI's minimum requirements for full time enrollment and GPA. The academic progress of students is monitored by the Postsecondary Coach at the end of each semester grading period.

KSI requires students to enroll in at least 12 credit hours per semester and earn a minimum 2.5 GPA to meet the program expectation for Satisfactory Academic Progress. Please keep in mind that this standard is higher than the full time enrollment (a minimum of 12 credit hours and 2.0 GPA) requirement for Federal and institutional financial aid.

Satisfactory Academic Progress ensures full time enrollment toward degree completion within five (5) years. Students who do not enroll in and complete at least 12 credit hours may lose eligibility for Federal and institutional financial aid; this loss of supplemental funding may also jeopardize continued receipt of the KSI Scholarship. If a student does not meet satisfactory academic progress in two (2) consecutive semester grading periods, the student will be subject to postsecondary pathway adjustment up-to program dismissal.

## Return of Title IV Funds

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Completion of the FAFSA provides eligible students with Title IV funds such as the Pell Grant. Title IV funding requires students to take a minimum course load of twelve (12) credit hours and successfully complete anywhere from 66% to 75% of all credit hours attempted, based on a student's respective institutional policy. When a student does not complete the minimum credit hour requirement and/or does not succeed at the required percentage of credit hours, the college is compelled to return Title IV funds to the federal government.

When the college returns Title IV funds, the charge is incurred to the student's account. Unpaid charges on the student's account due to the loss of Title IV funds are the student's responsibility for payment. The KSI scholarship DOES NOT cover any charges as a result of the return of Title IV funding. Institutions may not allow students to register for courses until repayment is arranged.

## Health Insurance

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Health insurance is not covered by the KSI Scholarship. However, some postsecondary institutions may require students to have health insurance. It is the student's responsibility to provide KSI reasonable notice of any institutional requirements for health insurance. Exceptions will be considered on a case-by-case basis and will need to fall within the scholarship guidelines for other educational related payments for additional consideration.



## Study Abroad

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The KSI Scholarship will cover all eligible expenses for students electing to participate in an approved study abroad experience. The following are stipulations for participation in a study abroad experience utilizing the KSI Scholarship:

- The student must submit all program documentation to his/her Postsecondary Coach for approval (detailed program overview, breakdown of fees, etc.);
- Eligible fees include those normally covered at the primary institution (tuition, mandatory student fees, books, and reasonable campus-sponsored room and board);
- Program expenses or fees charged for participation in the study abroad experience are NOT covered by the KSI Scholarship. Please see your Coach for additional details;
- The KSI Scholarship does not cover airfare, passport/visa costs, health insurance, or any required immunizations or vaccines relative to the study abroad experience. These incidentals are the responsibility of the student; and
- The KSI Scholarship can only be administered to the student's primary institution to cover eligible expenses that occur during the fall and/or spring semesters. Payment will not be made to a study abroad institution or third party program operator.

## Grades and Transcript Submissions

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Students are required to submit an official transcript of their final grades at the conclusion of each academic term. Towards the conclusion of each academic term, notification will be sent to students and parents with information on submission deadlines. Failure to submit transcripts after the conclusion of each academic term will lead to dismissal from the program.

## Dual Degree Programs

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The KSI Scholarship will cover the costs of students pursuing dual or combination degrees under the following conditions:

- The student must receive documented approval from his/her Coach;
- The term of the KSI Scholarship will not extend beyond the standard term as set forth in this Handbook (CREDIT HOURS/YEAR TERM); and
- The KSI Scholarship can only be administered during the Fall & Spring semester.

In order to receive full scholarship coverage, all students considering these types of programs must consult with his/her Coach/Advisor prior to starting the program.

## Course Retakes

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Generally, the KSI Scholarship does not cover repeat coursework. Students are not allowed to retake any course utilizing the KSI Scholarship without consent from their Postsecondary Coach and the Program Director.



## Definition of Attempted and Completed Credits

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- A course is considered attempted, but not completed, if a grade of I (Incomplete), W/D (Withdrawn), NC (No Credit), T (Transfer), or blank is assigned to that course;
- A repeated course is also considered attempted, but not completed;
- A course is considered complete if a grade of at least a D- is received, or if a CR (Credit) grade is assigned; and
- Audited courses are not acceptable for financial aid purposes.

## INCENTIVES PROGRAM

KSI offers an Incentives Program for collegiate students. The KSI Incentives Program is based on students obtaining outside scholarships and postsecondary completion. Students who apply and earn outside scholarships will have the opportunity to receive a percentage of what was earned. Outside scholarships must appear on the student bill that is invoiced to KSI.

Additionally, students who earn an associate degree within two years or a bachelor degree within four years of high school completion will have the opportunity to receive the graduation incentive. Receipt of either postsecondary incentive transitions a student to KSI Alumni status, voiding any remaining scholarship eligibility.

All postsecondary incentives are monetary and will be issued by check upon documented completion of the current school year. Additional information and details of the KSI Incentives Program can be found on the KSI website.

### Notice of Disclaimer

Any cash value rewards are subject to legal approval. Students and parents shall consider any/all tax implications of incentives received through KSI.

