



ATE SCHOLARS Policy and Procedure for Internship Stipend Payment via the FDTC Foundation

ATE Internship's Expectations:

1. An ATE Scholar is expected to maintain a minimum GPA of 2.50.
2. If the Scholar's GPA falls below the established 2.50 GPA requirement, the Scholar will be placed on probation. If the student's GPA falls below 2.50 during the probationary term, the College will advise and recommend to the sponsoring company that the scholar's internship/scholarship be terminated.
3. The Scholar must maintain a GPA level of 3.00 or better to be eligible to work over twenty (20) hours per week while school is in session. Additional work hours are contingent upon the company's need for the Scholar to work overtime.
4. ATE Scholars are responsible for reporting their final grades, attendance, and other college information to the sponsoring company, in a timely manner, each semester, as requested.
5. Scholars are subject to losing their sponsorship for not complying with College/academic program policies, procedures, and requirements and/or for not complying with the sponsoring company's policies, procedures and requirements. Scholars in violation of College policies and procedures may be subject to the consequences associated with that specific policy or procedure.
6. Scholars are expected to exhibit professionalism on the job at all times, fulfill company responsibilities and use support services to ensure academic success.

Internship stipend

I understand that I will be paid through the Florence-Darlington Technical College Foundation and will receive an internship stipend every two weeks, with accommodations for Christmas and other college breaks. I will receive a time sheet from the ATE Scholars Liaison (currently Gloria Campbell, Program Assistant SCATE Center) which I will have completed every shift that I work for _____ Industry Name Here _____.

I understand that no taxes will be taken out of my bi-monthly checks, which will increase my tax liability at the end of the calendar year. I will receive a 1099 form from the FDTC Foundation in January which will declare my income from the internship stipend. The information reported on the 1099 is also reported to and used by the IRS to calculate my taxes.

I have read and understand the Advanced Technological Education (ATE) Scholars Policy and Procedure, and have also been provided with a copy.

Student Signature

Date