



Stipend Information

Eligible participants of the CTE (Career, Technical and Education) Project may be paid stipends, which is a subsistence allowance for a student that is necessary for him/her to participate in the CTE project and attend class. An eligible student may receive a stipend while taking a course for the first time. However, if a student has previously taken a course while a participant of the CTE Project, completed, and/or had an opportunity to benefit from a course, a stipend may not be paid.

Stipend eligibility

- Participant must physically participate in classroom lecture, lab, etc. in order to claim time on time sheets.
- Participants must maintain satisfactory academic progress (C Average) in each course throughout the semester to be eligible for a stipend. Instructors will report current grade or academic progress for each stipend log period.
- Participants are responsible for submitting a stipend log (timesheet) showing the actual number of hours participated in a program of study. Class hours reported must coincide with the final class schedule.
- Timesheets must be signed by both the student and the instructor of the course and reflect the accurate and true hours of class time attendance.

How the amount of stipend is calculated

- Project Step Up will multiply the number of class hours submitted by the amount of the minimum hourly wage (\$15.00)
- Stipends will NOT be paid to courses that are being repeated due to failing grades, non-compliance and/or non-completion.
- ONLINE course stipends will be paid the comparable hours for the on-campus section. The hours will be calculated using the total time that current grades are submitted for.
- Participants shall submit progress reports and/or statements from instructors to verify academic progress for ONLINE courses.

Time sheet & Stipend Due Dates & Payments

- Timesheets are DUE on Friday by 4:00pm, apart from those who are in class late Friday afternoon and/or immediately working after class/es. Only then timesheets will be due the following Monday.
- ALL CTE Forms need to be completed in entirety with dates, times, and initials from all instructors for your classes listed on your current class schedule.
- Students will be issued checks through the Winnebago Tribe of Nebraska Finance Department and picked up at the CTE Office. Tentative stipend disbursements day will be the Friday following submission of the stipend log and/or NO LESS than 5 days after submission. Students will be notified when checks are available.