

CUNY EDGE Student Contract

CUNY Educate, Develop, Graduate, Empower (EDGE) is a collaborative initiative of the City University of New York and the City of New York Human Resources Administration (HRA). CUNY EDGE's mission is to support matriculated CUNY students who are receiving public assistance achieve academic excellence, graduate on time, and find employment.

By signing this contract, you acknowledge and commit to the responsibilities below.

As a CUNY EDGE student, I will:

- Participate in advisement monthly which includes:
 - o Interacting with my advisor at least once a month – by phone appointment, in a face-to-face meeting, by email, or by actively participating in CUNY EDGE seminars, workshops, or tutoring.
 - o Being prepared for advisement.
 - o Being on time.
 - o Calling or emailing the CUNY EDGE office or my advisor if I am going to be late or must miss an appointment, seminar, or workshop.
 - o Sharing information about things that affect my education and cash assistance case.
- Submit a participant timesheet weekly for my HRA Fellowship, internship, or federal work study hours.
- Comply with all Human Resources Administration (HRA) rules and regulations.
 - o Complete all necessary documentation- FERPA, Intake, HRA 154, HRA 152e, Childcare Blurb, Childcare documents if needed, Declaration of Employment.
 - o Recognize that if I do not participate in CUNY EDGE each month, HRA may start the conciliation process on my public assistance case.
 - o Understand that changes to or conciliation of my HRA case may affect my ability to be part of CUNY EDGE.
 - o Recognize that HRA makes final determinations regarding benefits and compliance.
- Strive to be open-minded, accountable, ambitious, proactive, resourceful, and pursue excellence in all that I do which includes:
 - o Setting academic, career, and life goals.
 - o Prioritizing my education.
 - o Focusing on career exploration.
 - o Working collaboratively with all CUNY EDGE staff members.
 - o Be respectful to all staff members.
- Comply with the City University of New York's Code of Conduct (Article XV), Henderson rules, and all governance plans, policies, regulations and orders of my college.

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As a CUNY EDGE Staff member, I will:

- Provide monthly advisement opportunities and clearly communicate expectations.
 - o Be prepared, punctual, and professional for all student interactions.
 - o Create a supportive space for students to share information that may impact their education or Cash Assistance case.
- Collect, review, and submit required documentation in a timely manner, including:
 - o FERPA
 - o CUNY EDGE Intake
 - o HRA-154e (School Letter)
 - o HRA-152e (if applicable)
 - o Childcare blurb and supporting documents (if applicable)
 - o Declaration of Employment (if applicable)
- Submit School Letters and supporting documentation to HRA/TAG accurately and on time.
- Report monthly student engagement to HRA as required.
- Review HRA notices with students and advise on next steps, escalating issues when appropriate.
- Reinforce that HRA makes final determinations regarding benefits and compliance.
- Monitor and follow up on weekly timesheet submissions for students in the:
 - o CUNY EDGE Fellowship Program
 - o Approved internships
 - o Federal Work-Study
- Maintain confidentiality and comply with FERPA, data privacy, and program requirements.
- Treat all students with respect, professionalism, and integrity.
- Support students’ academic progress, career development, and movement toward long-term self-sufficiency.

I have read, understood, and agree to abide by the requirements described above.

Student Name	Signature	Date
CUNY EDGE Staff Member Name	Signature	Date