



*A subsidiary of Calista Corporation*

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# STG PACIFIC, LLC ENGINEERING STUDENT INTERN & SCHOLARSHIP PROGRAM

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## STGP Engineering Student Intern & Scholarship Program

One of the components of an effective Shareholder development model is to create a framework to provide relevant in-service training and ongoing opportunities for knowledge and skill development for Calista Corporation Shareholders or Descendants.

Calista Corporation's Mission Statement is to: "Increase Shareholder benefits and economic opportunities through innovation, growth, leadership, execution, and financial discipline.



## Program Purpose

The purpose of the STGP Engineering Student Intern & Scholarship Program is to attract and develop Calista Corporation Shareholders or Descendants who are interested in the Engineering/Construction field.

## STGP Program Outline

The STGP Engineering Student Intern Scholarship Program is for Calista Corporation Voting Shareholders or Descendants of Original Shareholders who are Full-Time students (preferably 2<sup>nd</sup> year or greater) seeking an Engineering, Construction, or Surveying degree.

- **Scholarship** – STGP will provide a scholarship/stipend for payment of tuition and education costs at an accredited program to the selected student(s) each semester in the amount of \$3,000 as long as the eligibility requirements are met.
- **On-the-Job Training & Experience** – The student will have the opportunity and flexibility to work in an on-call or part-time basis during the school year as it fits the students' schedule and does not interfere with maintaining the requirements of the scholarship. Full-time employment may be available for the student during the summer.



## Scholarship

Scholarships are available to the students selected to participate in the STGP Engineering Student Intern & Scholarship Program. Students participating in the STGP Engineering Student Intern & Scholarship Program may be asked to sign a Service Agreement (work commitment) for participation in the Program.

- The Program will provide funding for tuition, books, and fees, and certification costs until graduation and if the employee meets the GPA, and degree or certification completion requirements, and continues the relationship with STG Pacific, LLC.
- The maximum funding amount per semester is \$3,000.
- The employee's supervisor will work with Bilista Human Resources to track and evaluate the employee's progression and meeting the steps necessary to complete their degree.

## Service Agreement

Because the goal of this Program is to provide Calista Corporation Voting Shareholders and Descendants of an Original Shareholder with the necessary education and work experience for employment with STG Pacific, LLC, the student and/or employee is required to complete the degree/certification program. The student and/or employee would then be eligible to work for STG Pacific, LLC for at least one year thereafter.

## The At-Will Employment Relationship

Unless an employee is given a written contract signed by the President specifying an employment term, employment with STGP LLC is "at-will." This means that employees are free to resign at any time, the companies reserve the right to discharge the employee at any time, with or without cause or advance notice, and without compensation except for time actually worked. Nothing in this STGP Engineering Student Intern & Scholarship Program or any oral or written representation by any employee, official, supervisor, representative, agent, Director or Shareholder of the Companies shall be construed as changing the at-will nature of employment with STGP, LLC. Similarly, changes in procedures, benefits, or practices will not change the mutual at-will relationship and arbitration agreement.

# Scholarship Application Form

Complete **Section 1** of the Engineering Scholarship & Internship Application and Agreement Form completely. Forms requiring additional information will be returned to you and may result in delays.

## Program Eligibility Requirements

### Applicant must:

- Be a Calista Corporation Voting Shareholder or Descendant of an Original Shareholder
- Be a full-time student officially enrolled and accepted in an undergraduate degree for Engineering, Construction Management, or Survey (Geomatics)
- Maintain a minimum cumulative GPA of 3.0 or higher
- Once awarded, have a satisfactory evaluation of progress and in position if employed during the semester

## Checklist

### Prior to Attending Class:

- Complete and submit the Engineering Scholarship & Internship Application and Agreement
- Have a completed Performance Management Plan (*if applicable*)

### For Scholarship Advance, participant must submit:

- Class Schedule
- Invoice from Educational Institution – a check will be sent to the student
- Upon completion of class, submit transcripts

Send the completed and signed form to the STGP Review Committee for approval. Form must be submitted by August 14, 2020. Please e-mail to [blanched@bilista.net](mailto:blanched@bilista.net) or fax to (907) 917-2887.

# ENGINEERING SCHOLARSHIP & INTERNSHIP APPLICATION

<b>Employee Name (Last, First MI)</b>				<b>Supervisor Name &amp; Extension</b>		
<b>Work Phone Number</b>		<b>Ext</b>	<b>Employee ID</b>	<b>Department/Division</b>		
<b>Job Title</b>				<b>Start Date</b>		
<b>Term (check appropriate boxes and fill in blanks)</b> <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer				<input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Year		<b>Term/Training Dates</b>
<b>School</b>				Via In-person <input type="checkbox"/> Yes <input type="checkbox"/> No Via Online <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>School Type</b> <input type="checkbox"/> College/University <input type="checkbox"/> Trade School <input type="checkbox"/> Program/Certification				<b>Is the School Accredited?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Planned Degree</b> <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate <input type="checkbox"/> Other (Explain):				<b>Planned Status</b> <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Other (Explain):		
<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>	<b>Days (e.g., M,W)</b>	<b>Times (e.g. 2-4)</b>	<b>Cost (Tuition, Books, &amp; Fees)</b>	

**Check the appropriate box below:**

- College Degree of Specialty Certificate
- Coursework only (if already obtained an educational degree or specialty certificate)

Is this course part of the degree plan on file?                       Yes    No (If no, explain how the course is career-related)

Please submit the degree requirements and/or breakdown of courses per semester from the university.

**RELEASE/WAIVER OF LIABILITY**

I, the undersigned, have the authority to hereby grant Calista Corporation and its affiliates, including STGP, Inc., (collectively, "Calista") the right and permission to use, at Calista's discretion, photographs and images of me, as well as my biographical information disclosed to Calista by me for promotional and/or informational purposes. I understand that no monetary or other compensation will be offered to me in exchange for these rights and permissions. Usage encompasses, but is not limited to, newsletters, printed publications and other collateral, internet and web sites, advertising, video and/or audio presentations. I forever release, discharge, and agree to hold Calista and its affiliates, officers, directors, employees, and agents harmless from any liability by virtue of any use whatsoever of said photographs, images or biological information.

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**SCHOLARSHIP AGREEMENT**

**APPLICATION**

- I certify that all information and documentation submitted with this application is true and correct.
- I understand this application does not commit STG Pacific, LLC to reimburse the scholarship and any decisions made by STG Pacific, LLC are final.
- I understand **INCOMPLETE** applications will not be reviewed, and submitted materials become the sole property of STG Pacific, LLC and cannot be returned.

**SCHOLARSHIP**

- If awarded a scholarship/stipend, I agree the funds will be used to further my education in the educational program approved by STG Pacific, LLC.
- If awarded the scholarship, I agree that if for any reason the funds are not used for the educational program approved by STG Pacific, LLC and/or I do not fulfill the Program requirements which may include, but are not limited to, withdrawing from school, incompletion of courses, and/or change in academic status:
- I must return any educational funds not used toward my tuition, books, fees and certification costs within 3 months of occurrence.
- I will not be permitted to apply for the STGP Engineering Student Intern & Scholarship Program for one (1) full year from the initial date of award.
- Each situation will be reviewed on a case by case basis and all decisions made by STG Pacific, LLC are final.
- I understand that I must maintain and satisfactorily complete a full-time status for the entire semester/quarter to receive a scholarship.
- I agree that I must have at least a 3.0 or higher GPA for the entire semester/quarter to receive the full funds for the following semester.
- I agree that if I receive a 2.9 or lower, I will be at risk for not receiving full funds for the following semester.
- I agree to submit my official transcripts after completing each semester and meet all other reporting requirements.
- I agree that I must immediately notify STG Pacific, LLC of any changes to my academic status.
- I understand that I am solely responsible for payment of taxes as a result of any stipend for education that may be found to be taxable. I understand also that STGP’s tax withholding policy and any decision to withhold or not withhold taxes from educational reimbursements to me do not constitute tax advice and I agree to hold STGP harmless from any claim associated with STGP’s withholding of payroll taxes or other deductions. I will submit grades and receipts within 45 days of the end of the term to the STGP Review Committee.

**I have read and understand the Scholarship Application and Agreement Form and, if approved, agree to abide by the terms and conditions of the STGP Engineering Student Intern & Scholarship Program.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Head Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Human Resources Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

Application	Development Plan	Schedule	Receipts	Grades