

## WORK-STUDY STUDENT REGULATIONS

The following is a list of the regulations that apply to students employed under the Federal Work-Study Program. These regulations must be followed to continue work-study employment. Any violation of these regulations may result in termination from the Federal Work-Study Program.

1. You must establish work hours with your supervisor that is suitable for all concerned. Each month you and your supervisor must verify the time worked. Both of you are required to sign the Time Sheet and Time Record and return them to the Financial Aid office.
2. You are always expected to give regular, punctual, efficient, and cooperative performance on the job. It is your responsibility to notify your supervisor if you are not able to report for work on time. If illness or some other unforeseen circumstance prevents your attendance at work, you must notify your supervisor in advance. Never "just fail to show," even if you are ill. **IF YOU ARE ABSENT FROM WORK WITH NO WORD FOR FIVE CONSECUTIVE DAYS, YOU CAN BE TERMINATED.**
3. Your personal business is to be conducted during non-working hours. Personal use of college equipment is prohibited, such as but not limited to telephones and computers. This is a **REAL** job. Friends should not visit you while you are at work. Dress appropriately for your job. Always be neat and clean. You are expected to be business-like and polite while dealing with all students, faculty, and the public while at work.
4. In accepting a job under the Federal Work-Study Program, you agree to remain with the job assigned for the time specified. Your supervisor will evaluate your work each semester. A poor evaluation can result in your termination. This evaluation form becomes a part of your permanent financial aid file and may be used to supply information to future potential employers.
5. Hours missed may be made up with approval from the supervisor, but you may **NOT** work more than nineteen (19) hours per week.
6. Office computers are not to be used for the purpose of doing class assignments. Also, office telephones are not to be used for personal use.
7. It is **YOUR** responsibility to turn in your Time Sheet and Time Record to the Financial Aid Office on the designated date (see Payroll Calendar). If it is not turned in on time, the hours worked may not be processed until the next payroll period. If the Time Sheet and Time Record has not been turned in by the last day of the Spring semester of the current year, **you cannot be paid.**
8. **YOU CAN BE TERMINATED IF YOU WORK OVER THE MAXIMUM AMOUNT AWARDED TO YOU.**
9. **Money awarded but not earned will be lost. It will not be carried over to the next semester.** Work-Study awards can be revised based on a change in funding.
10. You must be officially enrolled in classes and attending to be eligible for Federal Work/Study funds. Should you completely withdraw, get purged from classes, or otherwise cease attendance, your Federal Work-Study Assignment & Employment Authorization Form (contract) will become null and void immediately.

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Student's Signature

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Date