



FEDERAL WORK STUDY PROGRAM
CONDITIONS OF EMPLOYMENT

This is a binding agreement, Read all conditions carefully before signing.

STUDENT NAME (PRINT): _____ I.D. #: _____

1. When you accept a position, it is your responsibility to adhere to the agreed upon work schedule. Notify your job supervisor as early as possible if you cannot come into work or will be late. If you decide to stop working, or to change jobs, you must give your present supervisor notice. Students can only work one work study position at a time.
2. You may not begin work until all appropriate forms are processed and approved by the Office of Financial Aid and Business Office, including the federal Form I-9. All hours must be submitted through your Insite account by the time indicated on the pay schedule sheet. Supervisors will then approval hours and submit them to payroll.

Student initials _____

Supervisors initials _____

3. You may earn up to the authorized amount in federal work study. Employment should be terminated once the authorized amount is earned. Any continued employment must be reauthorized by the Office of Financial Aid by request from current supervisor. A request for additional funds must be received prior to the timesheet in which a student maxes out their funding. If you withdraw from Becker College for any reason, your employment will be terminated. You must notify the Office of Financial Aid and the Business Office regarding job termination.
4. Your employment status is temporary and does not contain any provisions for fringe benefits, holiday, or overtime pay. Work hours are limited to 10 hours per week on any job during the academic year (Fall and Spring Semesters). Federal Work Study positions are only valid during the academic year. Students are not eligible to work in the summer.
5. Violation of any of these conditions and/or inappropriate job performance and/or behavior may result in termination of employment for a period deemed appropriate to the circumstances. In addition, applicable provisions and standards of the Campus Conduct, Sexual Harassment, and any other employment provisions herein, and elsewhere, at any time.
6. The conditions herein, as well as any other student employment policy, procedure, rule, or regulation governing student employment, are not to be regarded as provisions constituting a contract between the student and the College. The College reserves the sole right to amend any employment provisions herein, and elsewhere, at any time.

I acknowledge that I have read, understand, and agree to abide by the above stated Conditions of Employment.

Student Signature

Date

Supervisor Name (print)

Supervisors Signature

Department

Date