10 THINGS I SHOULD KNOW ABOUT MY WORK-STUDY JOB

Dear Student: Congratulations on your work-study position at North Shore Community College. Work-study is part of your financial aid package and is subject to some important rules and regulations.

Take the time now to read this form thoroughly; you are responsible for this information. Then, make two copies – keep one for your files and submit the other along with the other work-study documents. Failure to sign and return this document may delay your paycheck!!

1. I am only paid for each hour of work. I am NOT paid for lunch/dinner breaks, holidays, and so on.
2. I am not allowed to work on class assignments, homework or anything of a personal nature while earning money as a work-study student.
3. If I leave my work-study job for any reason, the remaining money from my contact is returned to the work-study allocation...in other words, I am NOT guaranteed this maximum amount if I do not fulfill my contract.
4. I can only work a maximum of 15 hours per week.
5. If I run out of work-study funding (that is, I work over the maximum amount stated on my contract), there is NO guarantee of additional funding.
6. I can not work in two different work-study positions at the same time without special permission from the college’s work-study coordinator.
7. I am now allowed to complete work-study job assignments at home (I must work on-site at all times).
8. If I decide to leave my work-study job, I am required to inform my work-study supervisor AND the Office of Student Financial Services.
9. If I have any questions regarding payroll issues (that is, my paycheck, amount worked, and so on), I am to contact Barbara Plummer at the college payroll department.
10. I understand that the maximum amount on my work-study contract depends on many factors, and may not be equal to the number of hours I am needed on the job each week.

I have read and fully understand the above information regarding my work-study contract.

___________________________________          _____________
Student Signature                                                      Date

Retain one copy for your personal files. Return the other signed copy along with all other required documents to: Office of Student Financial Services, One Ferncroft Road, Danvers, MA 01923  Attention: Jeanne Purzycki.