

NORTH·SHORE COMMUNITY COLLEGE

10 Things I should know About Work-Study

Dear Student: **Congratulations!** You are either being considered or have been hired for a 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 to read this form thoroughly; you are responsible for this information. Then, make two copies: keep one for your records and submit the other along with all of the other payroll documents. Remember: failure to sign and submit this form (and all other required payroll forms) will delay your paycheck!

1	I am responsible for completing and signing my time slip each week. Time slips are due by noon on Friday. Lunch breaks must be recorded on the time slip.
2	If I have any questions regarding payroll issues, paychecks, payroll forms, I am to contact the college payroll department at x5562 or x5568.
3	I understand that the maximum award that will be granted to me is NOT an entitlement; that is, it is the most money I can receive in work-study funds. (But, I may in fact receive less if I do not work all the hours.)
4	If I use up my maximum award as stated on my work-study contract, I am NOT guaranteed additional work-study funding.
5	I am not allowed to work in two different work-study positions at the same time.
6	I am not allowed to be an employee of the college AND receive work-study funding at the same time.
7	I am not allowed to complete work-study assignments at home. (I must work on-site at all times under the supervision of the work-study supervisor or a designated person in the department/organization.)
8	If I decide to leave my work-study position for any reason, I must first inform my work-study supervisor of my decision AND the work-study office.
9	I am not allowed to work on class assignments, homework or anything of a personal nature while earning money as a work-study student.
10	I understand that I am not being promised a certain number of work-study hours every week and that the number of hours I actually work depends on the work-load at my work-study department.

I have read and fully understand the above information regarding my role and responsibilities as a work-study student

Student Signature

Date