

**West Hills College
Student Work-Study Agreement**

- Work-Study students must be enrolled in at least 6 units, but preferably 12, and maintain a GPA of at least 2.0 to be eligible for federal work-study.
- Students must work where they are assigned.
- Students must **NOT** start working until they have been awarded work-study and the payroll packet has been completed and approved by Human Resources.
- Students must comply with the dress code mandated by their supervisor. Suitable attire is required by all West Hills College work-study students. Modest apparel is recommended. Failure to comply may result in dismissal of assigned placement.
- Students must **NOT** work over 19 hours per week. They may not work over the amount of hours they have been awarded. In any given week, if the student goes over 19 hours, his/her timecard will not be processed, it will be sent back to the supervisor for corrections.
- Students work schedule must be arranged between the student and the supervisor.
- Students' timecards must be submitted to their supervisor for signatures and verification of hours. A tallied photo copy of the timecards should accompany each timecard submitted. Timecards will not be accepted if not signed by both the student and the supervisor.
- Timecards should be submitted by your supervisor to the Business Services office at least two working days before the 10th of each month. A copy must be sent to the campus financial aid office. It is the student's responsibility to make sure their supervisor submits timecards by the date that they are due.
- Paychecks are available on the last day of each month following submission of that time card.

I have read the above information and fully understand and agree with the conditions mentioned. I understand these conditions must be maintained by me to be considered for Work-Study and/or to maintain Work-Study eligibility. I further understand and agree that if I fail to meet any of the above conditions, I risk being removed from the Work-Study Program.

Student Signature: _____ Date: _____

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**TO BE COMPLETED BY RETURNING WORK-STUDY STUDENTS ONLY:**

Would you prefer to return to your previous position, for the 2009-2010 school year?

Yes \_\_\_\_\_ No \_\_\_\_\_

*Office Use Only: DO NOT WRITE IN THIS SECTION*

Datatel ID: \_\_\_\_\_ Cum Units \_\_\_\_\_ Cum GPA \_\_\_\_\_ SAP \_\_\_\_\_

Units enrolled: SU09 \_\_\_ FA09 \_\_\_ SP09 \_\_\_

EFC: \_\_\_\_\_ Unmet Need: \_\_\_\_\_