

TENNESSEE TECHNOLOGICAL UNIVERSITY

COLLEGE WORK STUDY PROGRAM (CWSP) CONTRACT 2011-2012

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NAME: \_\_\_\_\_ T#: \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_

EARNINGS/SEMESTER: \_\_\_\_\_ HOURS/WEEK \_\_\_\_\_ PAY RATE: \_\_\_\_\_

1. This is the maximum amount you are allowed to earn during the award period. To earn this amount you should work the approximate number of hours listed above for the period of your award at the rate of pay listed above. This contract can be cancelled or amended at any time, for any reason, by the Financial Aid Office. Notice of such cancellation or amendment will be sent to the student and the department either by e-mail or campus mail. ANY HOURS NOT WORKED DURING THE FALL SEMESTER CANNOT BE CARRIED OVER TO SPRING. Students are not permitted to study on the job.

HOURS WORKED MUST BE COMPLETED BY THE LAST DAY OF CLASSES EACH TERM (FALL 2011 OR SPRING 2012)

2. This assignment is for the Fall and Spring Semesters unless noted otherwise, above. The student must remain at the aforementioned assignment unless specifically granted permission in writing to transfer by the College Work-Study Coordinator of Financial Aid.
3. The student and his immediate supervisor are expected to arrange a schedule satisfactory to both parties (based upon the student's academic schedule, number of hours assigned, and the needs of the supervisor).
4. The student is expected to perform his/her assigned duties in a competent manner, based on his/her training or experience and the nature of the work assigned. Unsatisfactory performance may be cause for removal from the program. The student is to work the approximate number of hours assigned for each week unless other arrangements have been made between the student and his/her supervisor. Work is to be done during the normal periods of enrollment, unless permission is received from the College Work-Study Coordinator of Financial Aid.
5. The student and supervisor are jointly responsible for the prompt submission, accuracy, and verification of student time sheets and payroll reports. The student's full name (no nicknames) must be printed on the timesheet. Payroll reports with signed time sheets should be received in the Payroll and Personnel office by 4:30 p.m. on the first working day of each month. Students will be paid on the next regularly scheduled pay day. Payroll checks are disbursed to students at the Payroll and Personnel office in Derryberry Hall, Room 146 on the 10<sup>th</sup> of each month.
6. By signing below, the Student and the Supervisor agree to the conditions and terms of employment in the College Work-Study Program.

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Student Signature

Date

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Supervisor Signature

Date

ATTENTION SUPERVISOR: This form should remain on file in your office (**3 copies**):  
Financial Aid / Office Supervisor / Student