Here is a template, totally free of charge!

However, **we don't recommend using it.**
Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a fully personalized document for a low one-time fee.
Our lawyers work hard to keep everything updated and accurate.
You get all of the benefits of a lawyer at a fraction of the cost.

School: _____

Student Name: _____

Student ID#: _____

Eligibility Information:

- To qualify for student employment, you must be registered as a full-time student. Full-time is equivalent to 2 credits.

- You must have been awarded a Federal Work-Study amount to be engaged in the student employment program.

Policy on Student Work:

- Students are limited to 2 hours per week of employment during the academic year.

- Students may not work during scheduled class time. If class is canceled in advance, the student may work, but the professor must verify this cancelation in writing.

- Students may only hold one position through this program.

- Those acting in a resident advisor or other live-in capacity whereby financial or housing benefits are received are not eligible for student employment.

- Students will be supervised for the duration of their work.

- Students are expected to comply with all departmental rules and policies, including limits on cell phone usage during work hours.

- Students must be punctual and ready to work.

- Students are expected to dress appropriately for the position they are working in.

- Students are entitled to a break of _____ for every 2 hours they work.

- If the student is not performing as desired by their immediate supervisor, the student will be subject to a progressive disciplinary policy up to and including termination.

- Students who wish to terminate their work-study contract early must inform their immediate supervisor as well as the Office of Financial Aid.

- Students are expected to abide by any additional policy documents they receive, including their Work-Study Handbook or similar materials.

Employment Documents:

- Students are required to submit employment paperwork at the start of their employment. Such documents will include a federal I-9 form, along with the required identification and a W4 for withholding. The paperwork may also include a student employment application, parental release for minors under the age of 18, and additional supplementary agreements, such as a confidentiality agreement where required.

Payroll:

- Students are not required to submit a direct deposit form but are encouraged to do so to expedite payroll processing.

- Students will be paid biweekly.

- Students may also review their payroll information online, through their student account.

Student Name: _____

Student Signature: _____

Date: _____