

WORK STUDY REMINDERS

If you have a job, then you may qualify to earn .5 credits per quarter. In order to be eligible for the Work Study credit, you must first turn in the **Work Study Agreement** (located in the lunch room in the spinning brochure rack). All completed Work Study Agreements should be turned in to Mrs. Azar (Counselor) or Ms. Tourtillott (Counseling Clerk).

The deadline to turn in the Work Study AGREEMENT for each quarter is as follows:

- 1st Quarter – Monday, October 1, 2016**
- 2nd Quarter – Monday, December 12, 2016**
- 3rd Quarter – Monday, February 20, 2017**
- 4th Quarter – Monday, May 8, 2017**

If you are paid by CASH, then you must see Mrs. Azar for an additional form.

Once your Work Study Agreement is completed and turned in, you will need to meet the following requirements in order to receive the .5 credit per quarter.

1. You must **PASS** all of your classes.
2. You must work a minimum of **100 hours** per quarter (each quarter is approximately 10 weeks long).
3. You must return the **Work Study Quarterly Evaluation/Time Sheet** with the correct information and authentic signatures by the due date. The “Time Sheet” and “Supervisor Evaluation” are on one piece of paper. The due date for each quarter is listed on the form. You must attach a recent **PAY STUB** to the Work Study Quarterly Evaluation/Time Sheet. Failure to return this **COMPLETED** form and pay stub by the listed due date will likely result in loss of credit.

The deadline to turn in the Work Study TIME LOG/PAYSTUB for each quarter is as follows:

- Quarter 1 = Monday, 10/24/16**
- Quarter 2 = Tuesday, 01/17/17**
- Quarter 3 = Monday, 3/27/17**
- Quarter 4 (*Graduating Seniors*) = Friday, 5/19/17**
- Quarter 4 (*students not graduating in June*) = Friday, 6/9/17**

4. It is your **responsibility** to obtain a new Work Study Quarterly Evaluation/Time Sheet each quarter (forms are located in the lunch room in the spinning brochure rack).
5. If you **change jobs**, then it is your responsibility to turn in a new Work Study Agreement within a timely manner. You should complete a separate Work Study Quarterly Evaluation/Time Sheet for the new job, but be sure to turn in **BOTH** Work Study Quarterly Evaluation/Time Sheets at the end of the quarter. Remember to attach a pay stub for both jobs.
6. A below average supervisor’s evaluation may result in loss of credit.