

**Employment Policy:**

- I must complete the hiring paperwork with my employer before I begin work.
- I must wait for a confirmation email from the work study coordinator before I begin working.
- I must adhere to all rule and policies established by my employer, including dress code
- **My employer and I must mutually determine a work schedule that does not overlap with my class schedule.**
- **I cannot work when class is scheduled or cancelled.**
- I understand that I can work no more than 15 hrs/wk
- I may only work one FWS job at a time.
- I must adhere to the work schedule established. If I want a day off or time off from my work schedule, I must ask permission from my employer.
- I must notify my employer as far in advance as possible if I am not able to come to work due to extenuating circumstances.
- I understand that paychecks are issued on a biweekly basis.
- I must keep accurate time sheets and submit them to my supervisor in a timely manner; otherwise I will be paid late.
- If I falsify any of my time sheets, I will be terminated immediately.
- I must keep track of my FWS earnings and keep my employer up to date. It is up to my employer's discretion to either transfer me to their funding account or to terminate me once I approach my FWS limit per semester.
- I have an obligation to perform job duties satisfactorily.
- My employer has the right to terminate me from the job if he/she determines that any of the above expectations are unsatisfactory
- I must give a two-week notice for my employer before quitting.

**Each Year:**

The FWS award is not automatically guaranteed each aid year, and eligibility is based on availability of funding and my federal need. Therefore, I must:

- Maintain Satisfactory Academic Progress (SAP) at the end of each semester, more information can be found at <http://www.necc.mass.edu/getting-started/financial-aid/sap/>
- Complete Verification (if selected)
- Be enrolled for at least ½ time in a degree seeking program at NECC
- Sign the FWS Contract
- Complete a Job Authorization Form with my supervisor

**Each Semester:**

- I must check my NECC student email often through-out the semester.
- I must maintain at least ½ time enrollment in a degree seeking program at NECC each semester. If I plan to drop or withdraw from my classes, I must notify the financial aid office.
- The financial aid office has the right to cancel my FWS award if I do not meet any of the above criteria.

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Print Name

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Signature

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NECC ID #

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Date