



# TUSCULUM COLLEGE

## 2017 -2018 Student Work-Study Responsibility Agreement

Return to: Business Office

You have been approved to work under the Federal Work-study (FWS) Program. The purpose of this program is to promote employment of students who are in need of such earnings to pursue courses of academic study.

As with any program, there are specific rules you need to understand and follow. Please read this form and sign on the appropriate line at the bottom.

- Work-Study earnings are used to offset part of the COA (cost of attendance). Earnings are not in addition to the COA. If your earnings exceed your work-study eligibility award, it may reduce one or more of your other financial aid awards such as the opportunity grant.
- Students can be terminated from their job if they do not arrive on time, leave early without permission, or simply do not show at scheduled times.
- Students may not work over their allotted earning potential, reflected on the student's award letter. If students work over the total award, they must stop immediately, and payment will cease.
- Falsification of hours worked and/or signatures will result in judicial proceedings and loss of work-study privileges.

You are encouraged to use your work-study earning to pay your tuition bill. This is a voluntary agreement and is valid from the date of signing through the end of this academic year. At any time, you may revoke this agreement in writing with the Business Office. Students will be responsible to pay any outstanding debts to Tusculum College if this agreement is canceled.

A hold will be placed on a student's account for any outstanding balance that will prevent future course registration or transcript releases until the account is paid in full.

### Please indicate your choice.

I agree to apply my Work-Study payroll checks to my tuition account in order to reduce my outstanding balance. I understand that I will not receive a paper check for my earnings, but rather, they will be automatically credited to my student account to offset my balance. In the event that I do not complete my work-study hours, I understand that I am personally responsible for the tuition balance prior to continuing at Tusculum College, and that any outstanding balance will place a hold on my account for purposes of registering for classes or receiving transcripts. Also, if my student account should turn into a credit balance, a refund check will be issued to me within fourteen (14) days after the credit balance is created.

I elect NOT to apply my Work-Study payroll checks to reduce my tuition account balance with Tusculum College. I understand that I am personally responsible for a balance due on my student account.

I have read and understand my responsibilities as a Work-Study student.

Student's Printed Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Contract       Changed Contract