

Financial Aid Office  
Confluence – Room 120  
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Denver, CO 80217  
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Phone: 303-556-5503  
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Website: [www.ccd.edu/financialaid](http://www.ccd.edu/financialaid)



## WORK-STUDY STUDENT CONTRACT

Name (print): \_\_\_\_\_

S#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_@student.cccs.edu  
Your official CCD email account is the only email CCD will accept for correspondence.

- Student employees are employees of CCD and are expected to represent CCD at all times. Student employees are held to all employee policies and the CCD Student Code of Conduct. Violations of one and/or both could result in termination.
- Student employees must be enrolled and attending a minimum of 6 credit hours. If student employees drop below 6 hours, their employment will be terminated immediately. Money earned while not enrolled in at least 6 hours must be paid 100% by the department.
- Student employees must maintain Satisfactory Academic Progress as outlined by CCD's policy. If the employee does not, they will not be eligible for work-study.
- Work hours will be established each semester and student employees will be expected to be "on the job" during the agreed upon times. In case of illness, student employees are expected to notify the supervisor when they cannot make their scheduled shift. Changes in scheduled shifts must be made a minimum of one week in advance.
- Student employees may not work hours that conflict with class schedules. If a student employee is working when the student is required to be in class, employment will be terminated immediately.
- Student employees should dress appropriately for an office setting. This includes neat, clean clothes. No shorts, low cut necklines, sheer clothing, bare midriffs or tee shirts with offensive text. If the attire is inappropriate, the student employee will be asked to go home and change.
- Student employees may not exceed 20 hours in one week during the semester and are not eligible for overtime.
- If the student cannot make the scheduled shift for any reason, the student must contact the supervisor. No call, no show is unacceptable. This will result in termination.
- If a student works more than 5 consecutive hours, the student employee is required to take a 30 minute lunch break. Student employees may not work more than 8 hours in a day.

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- Student employees will be responsible for completing time sheets and submitting to the supervisor. Time sheets must be submitted to the supervisor by the published deadline. Time sheets submitted late will result in a two week delay in pay.
- Computers are to be used for work only. They are not for surfing the web. Students visiting inappropriate web sites will be terminated immediately.
- If the student employee borrows student loans, their available work-study hours may be reduced.
- It is expected that student employees will be kind and courteous towards all coworkers. Student employee should only involve a supervisor if a conflict cannot be solved.
- This contract must be renewed at the beginning of every year. Previous employment does not guarantee employment for the next semester.
- Student employees may have only one work-study position at a time. If a student voluntarily leaves a position during the semester, the student is only eligible for rehire during that semester if documented extenuating circumstances exist. This will be evaluated on a case-by-case basis.
- If a student employee has a conflict or feels threatened by the supervisor, the student is encouraged to contact the Financial Aid Office or Human Resources to resolve the conflict.
- Student employees are not eligible for unemployment compensation.

I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.

I have read and understand this contract. I agree to the terms of this contract.

I have received a copy of the Work-Study Student Handbook and agree to follow the policies and procedures in the handbook. I understand that violation of the policies and procedures could result in immediate termination.

Student name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work-Study Supervisor name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this signed Contract to the Work-Study Coordinator in CCD's Financial Aid Office.