

Copy Distribution:  
White: Payroll  
Canary: Financial Aid  
Pink: Supervisor  
Gold: Student

# WILMINGTON UNIVERSITY

## Work Study Contract

### STUDENT INSTRUCTIONS AND CONDITIONS

1. Complete W-4 form at Financial Aid Office (no checks are issued without that completed form).
2. Leave time sheet at Financial Aid Office by 10:00am on due date.
3. Student must keep track of total hours worked.
4. If student works more than awarded without Financial Aid approval, the student will not be paid for the extra work.
5. Each week, the student must inform his/her supervisor of the number of hours remaining on the contract.
6. Continued employment is subject to:
  - (a) Satisfactory academic progress per the College catalog.
  - (b) Satisfactory job performance (subject to review).
  - (c) Minimum enrollment of six (6) credits per semester.
  - (d) Wilmington College may terminate the contract at any time if funds for the Work Study program are changed.
7. Student forfeits pay on time sheet if it is not turned in two pay periods after time worked.

### SUPERVISOR'S CONDITIONS:

1. Supervisor must sign time sheets.
2. Supervisor must track hours so time worked does not exceed award.
3. If the supervisor approves more hours than the award allows, the difference will deducted from the department budget.

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Assignment :

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ SOCIAL SECURITY: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
OFFICE ADDRESS: \_\_\_\_\_  
JOB ASSIGNMENT: \_\_\_\_\_

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### RATE, HOURS, AND AWARD:

Hourly Rate \_\_\_\_\_ Expected Work Schedule: M-F  
Total Dollar Award \_\_\_\_\_ Total Hours Award: \_\_\_\_\_  
Semester Dollar Award \_\_\_\_\_ Hours/Week: \_\_\_\_\_  
Days to Work: \_\_\_\_\_ M-F \_\_\_\_\_

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### AGREEMENT:

\_\_\_\_\_  
Supervisor

*LaShawn Alexander*

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
Student