

# MASSART

MASSACHUSETTS COLLEGE  
OF ART AND DESIGN

I-9 ON FILE? \_\_\_\_\_

## ANNUAL FEDERAL WORK STUDY CONTRACT, \_\_\_\_\_

This contract will be forwarded to your work study supervisor to serve as notification that you have completed this paperwork and have been cleared to begin your college work study job.

***Any work completed prior to the completion of this packet is considered volunteer work.***

Today's Date:
Student ID #:
Name:
Local Address:
City, State, Zip:
Local Phone #:
Work Study Supervisor:
Work Study Department:

Please be notified that the above student has been approved by the Office of Student Financial Assistance to begin working for your department. He/She will be paid \$8.00/hour and can earn up to \$ \_\_\_\_\_ between now and Commencement, provided your department has college work study funds available.

Students must be enrolled for at least six credits each semester, and meet all other financial aid requirements in order to participate in the work study program. Students must also meet U.S. Immigration requirements, including completion of the attached I-9 form prior to the start of work.

The work study program uses a timesheet system for payments to students. Students and work study supervisors must sign timesheets verifying hours of employment according to published schedules.

Students are not expected to work during their scheduled class times, official holidays, or more than 37.5 hours in any one week period. Additionally, students are entitled to unpaid breaks if they are employed for six or more consecutive hours.

*Late timesheets must be submitted less than 30 days after the work week, or they will not be honored.*

Please note that all work study checks will be mailed according to the published schedules.

**I understand and agree to the above conditions.**

Student Signature: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_