

**Federal Work Study/ Academic Service Student Guidelines**

UTC has awarded you either Federal Work Study or an Academic Service Work Scholarship for the 2018-2019 school year. By accepting the award you agree to the terms and conditions listed below.

You are agreeing that you will:

1. Adhere to the weekly work schedule you and your supervisor agree on.
2. Notify your supervisor as soon as possible when hindered from reporting to work at your assigned time due to illness or any unforeseen circumstance.
3. For Academic Service Work Scholarship students: work 8 to 10 hours each week (125 hours of work per semester or 250 hours of work for the academic year) to earn the full award amount. Pay rate is \$8.00/hour.
4. For Federal Work Study students: work 10 to 15 hours each week (up to 210 hours per semester or 420 hours per academic year). Pay rate is \$8.00/hour.
5. Not exceed 20 hours per week or the maximum hours for the academic year without an approval from the Office of Financial Aid and Scholarships.
6. Initiate and submit your time sheet in TimesheetX by 10:00am on the Monday after the pay period has ended. If your timesheet is not submitted by 10:00 am on the Monday after the pay period has ended, your pay will be delayed until the next pay period. If you fail to enter your time sheet more than two pay periods in a row, you forfeit your award.
7. Not work during your scheduled classes. If your class is cancelled, you may work **IF** your supervisor has written verification from your professor that the class will not be in session during the normally scheduled time and your supervisor has requested an override from the Office of Financial Aid and Scholarships.
8. Not work during holidays, scheduled Fall and Spring breaks, or before or after class start and end dates unless granted an exception by the Office of Financial Aid and Scholarships.
9. Forfeit your Federal Work Study or Academic Service Scholarship award if you miss over seven (7) days of work in a semester or are late to work more than three (3) times in a semester or miss three (3) days of work without notice.
10. Forfeit your Federal Work Study or Academic Service Work Scholarship if you are dismissed or fired from your position due to unsatisfactory performance or attitude.
11. Communicate, as necessary, with your supervisor concerning any needs or questions you have about your position.