



If your financial aid package includes either Federal or CIM Institutional Work Study (WS), this document is required before you will be eligible to participate in WS for the 12-13 academic year.

The period of employment for 12-13 WS is from 8/27/12 to 5/9/13. Student employment may be cut off at any time during the school year if program funding is depleted or you have earned your full award. CIM receives limited funding for WS. WS awards typically may not be increased if you work your full award before the year is over. Please budget your hours accordingly.

You may not work more than 20 hours per week. Overtime is not authorized.

New student workers must have a U.S. Social Security Number (SSN) and file the appropriate federal and state tax withholding forms and I-9 with the CIM Payroll Office. Forms are provided upon your arrival at orientation. You may not begin work or get paid until these forms are completed and submitted to Payroll. International students must submit proof of SSN application prior to working - information about this process will be provided during the international student orientation.

We strongly encourage you to enroll in direct deposit of your paycheck into the savings or checking account of your choice. Paperwork for direct deposit is available in the CIM Payroll Office.

Eligibility for WS is need-based and is dependent on many factors, including non-CIM scholarship aid. You are required to report any such outside aid to the Financial Aid Office. In the cases of over-awards, your WS may be reduced or canceled per federal regulations. Your WS award amount and participation in WS in general can vary from year to year, based on your demonstrated year-specific financial need (FAFSA) and CIM funding levels. WS awards do not automatically renew each year.

There will be a WS Job Fair the first week of classes at CIM where you may secure your WS job(s), based on your availability with class times and the jobs that may be open within the CIM building. During the academic year, a list of current job openings is maintained on the Financial Aid bulletin board.

You are responsible for keeping track of hours worked and submitting them online via the CIM website in a timely, semi-monthly manner for supervisor authorization. Paydays are the 15th and 30th of each month. Detailed instructions for submitting hours will be provided when you arrive at CIM.

You are expected to arrive at work on time and remain for the duration of your shift. In the event you cannot work your scheduled hours, you must inform your supervisor in advance, and you may be required to arrange for a substitute. Your substitute must be an eligible WS student.

You are expected to maintain a professional level of confidentiality and adhere to normal office etiquette and standards.

Continued student employment during the 12-13 year depends on Satisfactory Academic Progress in your course of study and full-time enrollment. In addition, you must maintain satisfactory job performance, as determined by your supervisor. WS should be viewed like any other "real" job. Lateness, inconsistent attendance and/or poor work productivity will result in termination of WS participation.

Funds awarded under the WS program must be earned, and WS funds are not applied to the CIM student account. Students receive semi-monthly paychecks based upon hours worked and submitted in a timely manner. WS earnings are taxable income (will result in a year-end W-2). There is no guarantee of the availability of jobs or funds. WS is a form of financial aid only, not a true staff employment position at CIM. If separated from WS or CIM for any reason, it is not applicable for Unemployment Compensation.

I understand and agree to abide by all terms and regulations of this Work Study Contract. Failure to do so will result in forfeiture of my Work Study award.

Student Printed Name

Student Signature

Date