

**Southwest Virginia Community College
Financial Aid Office
Student Personnel Services**

College Work-Study Job Responsibilities:

It is extremely important that you understand your responsibilities in accepting part-time employment through this office. The information below should be read over carefully and the sheet signed and returned with your other paperwork to the Financial Aid Office, T-104. Only by assuring employers that students are more dependable than other part-time workers can we continue to improve the quality of student employment at Southwest Virginia Community College.

1. **Performance:** You are always expected to give regular, punctual, efficient, and cooperative performance on any job you accept.

2. **Duration:** In accepting a part-time job, you agree to remain on the job for at least one semester, and generally for one academic year (Summer through Spring semesters). Barring unusually severe or prolonged illness or other eventuality, such as an unsatisfactory record in academic courses or unsatisfactory performance on the job.

3. **Illness:** If illness or some other unforeseen circumstance prevents your attendance at work, you must notify your employer or supervisor in advance of your usual reporting time. Never "just fail to show," even if you are ill.

4. **Conflicts:** Any condition that might affect your performance on the job, such as your job conflicting with an actual exam, should be discussed with your supervisor beforehand. Unexcused absences may jeopardize your job.

5. **Termination:** Part-time jobs are normally terminated only at the end of an academic year, but may terminate at the end of a term. (See #2 above) In the event of severe academic difficulty or unusually prolonged illness. You may be granted permission to leave your part-time job before the end of your commitment. However, you should resolve this problem through a conference with your supervisor and the Financial Aid Director. Two weeks notice is mandatory for any student who finds it necessary to leave his/her part-time job before the end of a term. Acceptance of a part-time job that is not within the scope of SwVCC's on-campus College Work-Study program could result in all of the financial aid awarded to the student being withdrawn.

6. **Cooperation:** This office relies heavily on the individual student for help in maintaining an effective employment service for Southwest Virginia Community College students. The cooperation asked requires not only conscientious work on the job, but also the courtesy of prompt and wholehearted response in matters connected with the administration of the program.

I understand that as my responsibility, I shall have to turn in my timesheets to the Financial Aid Office every two weeks, on the assigned dates, as instructed.

Student Signature _____ **Date** _____