Southwest Virginia Community College Financial Aid Office

Student Personnel Services

College Work-Study Job Responsibilities:

It is extremely impmtant that you understand your responsibilities in accepting patt-time employment through this office. The in formation 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 shrdents are more dependable than other pait-tirne workers can we continue to improve the quality of student employment at Southwest Virginia Community College.

I. 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
repmting time. Never "just fail to show," even if you are ill.

4. Conflicts: Any condition that might affect your performance on the job, snch 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 nonnally terminated only at the end ofan 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 pmt-time job that is not within the scope of
SwVCC's on-campus College Work-Shrdy program could result in all of the
financial aid awarded to the student being withdrawn.

6. Coopemtion: 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 0,1 the
job, but also the comtesy 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 assignee! dates, as instructed.

Student Signature ______________ _ Date