



2026-2027 CCSNH Work Study Employment Contract

STUDENT INFORMATION

Name: _____	Student ID: _____
Mailing Address: _____	
Email: _____	

EMPLOYMENT INFORMATION

Position Title: _____	Department: _____
Supervisor: _____	Email: _____
Rate of Pay: <u>\$14 / hour</u>	Maximum Annual Earnings: <u>\$2,500</u>
Maximum Allowable Hours: <u>178</u>	Contract End Date: <u>05/08/2027</u>

By signing this contract, the following terms are agreed upon:

- The student accepts the Federal Work Study (FWS) award offered to them.
- The student and supervisor are jointly responsible for tracking hours worked throughout the academic year. If the student exceeds their allotted hours without prior authorization from Financial Aid, payment will not be issued.
- Timesheets must be submitted bi-weekly, with each pay period running from Friday through the second Thursday thereafter.
- To remain eligible for Work Study, students must be enrolled in at least six (6) credits and maintain Satisfactory Academic Progress (SAP) as defined by Financial Aid. If eligibility is lost, employment must end immediately.
- Prior to beginning work, the student must be onboarded by Human Resources (HR)

STUDENT SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

Next step is to complete hiring packet with HR