

**OTIS COLLEGE OF ART AND DESIGN
WORK-STUDY TERMS AND CONDITIONS**

Otis College of Art and Design offers part-time jobs to students under the Federal Work-Study and the Otis Work- Study programs.

1. **The Financial Aid Office awards work- study.**
2. **Federal work- study is awarded to students who have financial need and who have indicated an interest in work- study on their Free Application for Federal Student Aid (FAFSA). Otis work- study is awarded on a first come first serve basis to students who do not qualify for Federal work- study and submit the Otis Application for Financial Aid.**
3. **Available jobs are listed on- line at www.otis.edu/finaid .**
4. **Prior to beginning work, all work- study students must complete a payroll authorization, I-9 form, W-4 and sign a terms and conditions form then be approved by the Financial Aid Office.**
5. **As a work- study employee, students may have access to documents, files, and records that are protected under the Privacy Act of 1974. Students are prohibited from sharing information obtained while at work. Failure to adhere to this Act will be cause for termination and loss of eligibility to receive future work- study awards at Otis College of Art and Design.**
6. **As a work- study employee, a student reports to a department supervisor and accepts the job responsibilities and work rules.**
7. **Employees must report to work on time and work the agreed-upon hours.**
8. **Employees must inform the supervisor if they cannot report to work or will be late.**
9. **Work- study employees must avoid excess absenteeism.**
10. **Work- study employees will not work overtime under any circumstance. If a student has an Otis staff job and an Otis work- study job he/she must be responsible for making sure he/she doesn't work overtime when the hours from both jobs are combined.**

You will be warned by your supervisor if any of the above terms are breached. Should the warning go unheeded, you may be permanently discharged from your job. Students discharged for failure to meet the above- listed responsibilities will not be assigned another work- study position and their work- study award will be cancelled.

ACKNOWLEDGEMENT AND SIGNATURE

I, (Print Name) _____, hereby acknowledge reading, accepting, and receiving a copy of these terms and conditions.

Signature

Social Security Number

Date