

## Work and Study Credit Statement of Understanding

**This form is to be submitted to your counselor with current paystub or employer verification letter attached. Please initial each item below and complete the information at the bottom of the page to indicate your understanding.**

\_\_\_\_\_ I understand that this job must be a job that has deductions taken out of the paycheck. The job cannot be a 1099 job (independent contractor).

\_\_\_\_\_ I understand 180 hours of paid employment are required per .5 credit. Students are expected to submit copies of ALL paycheck **stubs** showing deductions and the number of hours totaling 180 once this hour total has been reached (student is to keep all stubs until this time) within the given semester. All paperwork must be personally handed to the counselor. Paycheck stubs must be a paper copy and include the company name, student name, deductions, pay period dates and hours. **It is your responsibility to remember to submit paystubs-Counselor will not issue reminders.**

\_\_\_\_\_ **If you are using this class a one of your minimum load required classes, hours completed must be during the semester dates of the semester you are using this class as a minimum load class.**

\_\_\_\_\_ I understand that the deadline to submit my paystubs is: **FALL: two weeks prior to end of semester; SPRING: Seniors and any student using for minimum load - 3<sup>rd</sup> Fri in May; all others: one week prior to the end of the semester.**

\_\_\_\_\_ I understand that the final grade will be posted to the transcript at the end of the semester.

\_\_\_\_\_ I understand that habitually submitting course requirements late, or neglecting to turn them in at all, will result in the issuance of an unsatisfactory grade (U) and no credit will be earned. **If I earn a (U) grade, I am ineligible to participate in work study the following semester.**

\_\_\_\_\_ I understand there is absolutely no tolerance for abuse of the course and that any student who falsifies their participation in Work and Study Credit will earn an unsatisfactory grade (U) and no credit.

\_\_\_\_\_ I understand that students who drop this course after the 11th week in fall or spring semesters will earn a U. No record of the course will be posted to the student's transcript if course is dropped prior to the 11th week in fall and spring.

\_\_\_\_\_ If this class is used for an off campus it will only be available only at the beginning or end of the day.

\_\_\_\_\_ If dropping the work and study credit puts the student below the required minimum academic load of classes the student will be required to add another class to the schedule (fee may apply).

\_\_\_\_\_ I understand that students who withdraw from a Washoe County School will also be withdrawn from the class.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Email

\_\_\_\_\_  
Student's Phone #

\_\_\_\_\_  
Student's ID #

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parent's Email

\_\_\_\_\_  
Parent's Phone #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Employer/Company

\_\_\_\_\_  
Student's Position with Employer