Educational Stipend Acceptance Form

## For Students

Students: Please complete the information below:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: F\_\_\_\_ M \_\_\_\_

Other jobs on campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE**: To receive a stipend, you MUST bring the appropriate documents on page number 2 of this form (This is a Federal requirement for the conditions of the I-9 form. Fax or photocopies are NOT acceptable! You do not need to present the documents if an I-9 is already on file at WCU, unless it has been more than 3 years or there has been more than 3 years lapse in stipend acceptance or other employment on campus). **Please sign in ink!** Forms signed in pencil will be returned.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## For Supervising Department

Complete the following information once a student has been accepted. **NOTE:** Before a student can receive a stipend, they MUST be processed and approved by the Student Employment Office in Career Services. Failure to do so may be in violation of the Immigration Reform and Control Act of 1986/1990. See below concerning department’s responsibilities.

Dept. Name (as in Banner): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Organization Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Amount: \_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_ Hrs per week: \_\_\_\_

**Stipend payment information is to be included on the Educational Stipend Contract form.** Payments are made at the end of the month as noted on the contract. All contract paperwork must be submitted by cutoff date posted on HR’s website for payment to be made within the current month.

Contact Person’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact’s Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departmental Budget Accountable Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Accountable Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Continuing Employees/Recipients: A new stipend acceptance form is needed for each school year or for the summer period.
* Students are not permitted to work more than 20 hours per week without Dean or Vice Chancellor approval.
* Detailed stipend information, updated stipend forms and stipend policies and procedures can be found at studentemployment.wcu.edu.

## For Student Employment Office

Registration: Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ \_\_\_\_\_ GPA: \_\_\_\_ I9 date: \_\_\_\_\_\_\_\_\_\_\_

Approved for Stipend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Employment, Career Services 150 Reid Building 828-227-3888** [**http://studentemployment.wcu.edu**](http://studentemployment.wcu.edu)

