Educational Stipend Contract Form

## For Students

Students: Please complete the information below:

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**Student: Please read the contract employment conditions outlined below, as well as the attached job description, duties and other conditions. If you are in agreement to all employment conditions, sign and return this contract to the hiring department. This is not a valid contract until all final approvals have been secured.**

* I agree to the best of my ability to perform the duties and responsibilities assigned to me by the hiring department.
* I agree to be enrolled for the minimum credit hours during the school term I am employed.
* I agree not to work more than 25 hours/week, which includes all stipend and hourly jobs combined unless the department has submitted temporary exemption request forms. I also understand that during the summer, I am permitted to work up to 40 hours/week during any session I am not enrolled in classes.
* I understand this position is contingent upon maintaining a minimum 2.0 cumulative GPA.
* I understand I am not permitted or expected to work during student breaks such as Fall, Winter, or Spring breaks.
* I understand that this contract is made subject to the laws of the State of North Carolina, the requirements and policies of the University of North Carolina and the requirements and policies of this institution.
* I understand that this employment is a temporary, at-will work program and also does not make me eligible for unemployment insurance.
* I understand my employment with Western Carolina University is contingent upon completion of all required employment paperwork including Employment Eligibility Verification Form (Form I-9) to certify work eligibility and that this contract becomes void if I fail to provide the required I-9 documentation.
* I understand enrolling in direct deposit to a checking, money market or savings account is mandatory and a condition of employment. I agree to complete the proper paperwork to establish this **within two weeks** of my start date.
* I agree to abide by the terms and conditions of this contract, as well as, the attached document. (**Please initial any attached document**.)
* If I am unable to fulfill the terms and conditions of this contract, I agree to notify my supervisor immediately, terminate my employment, and repay the University any unearned wages prorated in accordance with the policies of Western Carolina University.

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

Educational Stipend Contract Form, continued

## 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.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 92# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Dept. Organization Number: \_\_206170\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Number: \_SC0699\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Salary is to be paid in \_\_\_\_\_\_\_ equal installments.
The first payment to be paid at the end of \_\_\_\_\_\_\_\_\_\_\_ (month)**

 (For payment to be made by the end of the current month, all contract paperwork must be submitted by cutoff date posted on the Non Work-Study Student Employment website.)

**Description of Duties to be Performed:**

Attach the job description, duties to perform, and other conditions of employment to this document. **Please have the employee initial the attachments**.

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

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor 92#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Departmental Budget Accountable Officer 92#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* Continuing Employees/Recipients: A new stipend acceptance form is needed for each academic year.
* Students are not permitted to work more than 25 hours per week.
* 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)

