



## 2016-2017 FWS Contract for Tutors

Student's Name \_\_\_\_\_ **(please print)**

The above named student is hired to work as a tutor for the Summer 2016/Fall 2016/Spring 2017 academic year.

### Job Description

- Tutor for age-school students
- Tutor for college age students

### Job Description does NOT include:

- Administrative tasks (monitoring recess, carpool line, lunch duty)
- Grading – unless this is in direct relation to assess an assignment you have given

**Pay rate May 2016 (effective Academic Year 2016-2017)= \$\_\_\_\_\_ /hour**

***Student will be paid the higher pay rate until the FWS funds have been exhausted, or the student reaches their unmet need as determined by their FAFSA.***

Your pay will be direct deposit like all other work study, unless specified otherwise. Any requests to modify the payment method, must be submitted to the business office in writing. Please allow one week to update your payment methods prior to processing.

It is the student's responsibility clock in and out properly to ensure prompt payment. Failure to be responsible in this area could terminate this contract.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Office Signature \_\_\_\_\_ Date: \_\_\_\_\_

Copy to work study supervisor  
Copy to financial aid office

**Original to payroll**