

THE NATIONAL HISPANIC UNIVERSITY

STUDENT EMPLOYMENT AGREEMENT

I, _____ understand and agree to the following terms:
(Print)

1. I cannot begin working prior to the issuance of an Employment Referral Form signed by an official in the Office of Financial Aid.
2. I must be registered at least halftime at the beginning of **EACH** Semester/Quarter.
3. I may not work during unauthorized periods or exceed the maximum hours to work without written approval of the Office of Financial Aid.
4. I am limited to earning the gross dollar amount of FWS as listed on my award letter. I share the responsibility along with my supervisor of maintaining a record of wages earned. I understand that I will be terminated as soon as my maximum earnings have been reached.
5. I must report time and attendance through *timesheets* and obtain approval from the supervisor.
6. **LATE AND IMPROPERLY COMPLETED EMPLOYEE TIME SHEETS WILL RESULT IN LATE PAYMENT OF STUDENT WAGES.**

Student's Signature

ID/SSN _____

Date _____

YOU MUST COMPLETE THIS FORM AND MAIL OR FAX IT TO THE FINANCIAL AID OFFICE WITHIN TEN (10) BUSINESS DAYS. Fax: 408-254-1256