

**MARIAN HIGH SCHOOL
WORK STUDY PROGRAM APPLICATION
2023-2024**

The Work Study Program is available to students who qualify for Tuition Assistance with preference given to freshmen and sophomores. You must be approved for some Tuition Assistance before you are qualified to do the Work Study Program. If you qualify for Tuition Assistance, you must fill out this application in order to be considered for the Work Study Program.

Before and after school assignments consist of general cleaning and vacuuming. In-school assignments are performed during study hall blocks. These jobs consist of secretarial work and some light cleaning. The in-school assignments are very limited and will be assigned on a first-come, first-served basis. If the in-school assignments are filled, you will be assigned a 30 minute before or after school position. Freshmen are **not eligible** to participate in the in-school Work Study Program during study hall their first semester. They may apply for an in-school position during study hall second semester.

Date _____

Student's Name _____ Grade for 23-24 School Yr _____

Address with Zip _____ Phone _____

Parent(s) Name(s) _____

You may apply for either first semester or second semester Work Study Program. We will try to accommodate your semester choice. If your semester choice is full, you will be placed in the semester that is not full or be put on a waiting list. Please keep sports, carpool and other obligations in mind when choosing a semester.

PLEASE CHOOSE ONE SEMESTER ONLY.

FIRST SEMESTER _____	Minutes Per Day	Tuition Reduction Per Yr.
___ A Before school (7:15-7:45)	30	\$600
___ B After school (3:00-3:30)	30	\$600
___ C In-school (during study hall)	90-every other day	\$700 (Freshmen are not eligible)

SECOND SEMESTER _____	Minutes Per Day	Tuition Reduction Per Yr.
___ A Before school (7:15-7:45)	30	\$600
___ B After school (3:00-3:30)	30	\$600
___ C In-school (during study hall)	90-every other day	\$700 (Freshmen are not eligible)

The entire amount of tuition reduction for the Work Study Program is prepaid and will be applied to your daughter's beginning account balance even if your daughter does not work until 2nd semester. If your daughter does not fulfill her Work Study Program obligations, her account will be charged back for the unearned portion of the Work Study Program. Work Study Program earnings are not transferable to another school nor are they payable to the student in cash.

Please return this application to Tina Sample, Marian High School 7400 Military Ave Omaha, NE 68134 by April 14, 2023. Applications received after that date will be accepted if positions are available.

RETURN THIS SIGNED COPY WITH YOUR APPLICATION

WORK PROGRAM AGREEMENT

1. Work/Study Program is only available to students who qualify for Tuition Assistance. Preference is given to freshmen and sophomores.
2. You are expected to do your assigned job every day that school is in session unless you are absent.
3. Excessive absences, tardiness and unsatisfactory work performance will result in removal from the Work/Study Program; at which time, your tuition account will be charged back for the unearned portion of the Work/Study Program.
4. If you need to leave early from your assignment, or you know you will not be able to do your work assignment for that day, you must make arrangements with your mentor to make up your work time.
5. After school workers must be at their jobs by 3:10 p.m.
6. Morning workers must be at their jobs no later than 7:15 a.m.
7. Workers must report to the teacher or staff member in the area they are cleaning and sign and date the Work/Study Program sign-in sheet to get credit for that day. At the end of each month, the teacher or staff member will also sign the Work/Study Program sign-in sheet and turn it in to Mrs. Sample. An evaluation of each student is done monthly.
8. If you have three or more unexcused absences in a semester you must fulfill the time you missed during Christmas break for first semester and Spring Break or Summer Break for second semester. You will be notified if this has occurred.
9. You will be expected to do your assignment every day school is in session. This includes early dismissal and exam days. In-school assignments will be excused if you have an exam during your work study block.
10. You must treat the Work/Study Program as a job. It is important that you take your obligation to the program seriously.
11. If you and your parents stop the Work/Study Program due to an activity, there is no guarantee that you will be reassigned.

Parents, please read over these rules with your daughter(s) and both sign on the appropriate spaces below. Return the Work/Study Program application and this signed copy to Tina Sample/Marian High School 7400 Military Ave Omaha, NE 68134 by April 14, 2023. Work Study applications will be accepted after April 14, 2023 but you are not guaranteed an assignment.

Student signature

Parent(s) signature

Date

DO NOT RETURN THIS SHEET. PLEASE KEEP FOR YOUR RECORDS.

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