

Student Employment Contract

International students use the Student Employment International Contract Form

UNIVERSITY ID NUMBER _____ *PRINT:* LAST NAME _____ FIRST NAME _____ MIDDLE _____

I understand and agree to the following:

1. I must register at least half-time (6 credit hours as an undergraduate student; 3 credit hours as a graduate) and attend classes during each Fall, and Spring semester that I work.

I must be registered for the minimum credit hours during Summer semester if I plan to use Federal Work Study.

2. I may work breaks (when classes are not in session), if I am pre-registered at least half-time (6 undergraduate credit hours; 3 graduate credit hours) for the semester immediately following the break.
3. I may work a maximum of 28 hours per week. I understand I may never exceed a total of 28 hours in one week.

The total number of hours worked for one week is the combination of all hours worked at all of the student employment jobs that I hold.

If I have an active graduate assistantship, I understand I am not eligible for student employment.

If you are an international student, use the Student Employment International Contract.

4. I understand that direct deposit is requested into a checking or savings account at the financial institution of my choice.
5. Any restrictions regarding my employment (i.e. visa status, scholarships, etc) supersede any of the above listed policies.
6. Service under this contract, including the payment of wages, is subject to the sufficiency of legislative appropriations, the receipt of sufficient funds, and satisfactory job performance on the part of the student. The pertinent provisions of the Ohio Revised Code are expressly incorporated in this agreement, and such service is also subject to the by-laws, code of regulation, and other actions of the Board of Trustees currently in effect or as they may be amended hereafter.
7. I have read and understand the protocols and policies in the Student Employment information section found on <http://www.wright.edu/student-success/career-services>. I agree to abide by the protocols and policies, currently in effect or as they may be amended hereafter, while I am employed as a student at Wright State University.
Violations of any of the policies stated above can result in the immediate termination of my employment.

STUDENT SIGNATURE _____ DATE _____

EMPLOYER SIGNATURE _____ DATE _____