

STUDENT RESPONSIBILITIES

The student is responsible for:

1. Abiding by the federal, state, and institutional rules and regulations.
2. Satisfactorily performing the work assigned.
3. Enrolling for at least **six (6)** credit hours during the fall and spring semester.
4. Summer employment, student **MUST** have been enrolled in the previous spring or intending to enroll for the upcoming fall semester.
5. Remaining with the job for at least one (1) semester barring any extenuating circumstances.
6. Notifying the supervisor of any absences, regardless of the reason(s).
7. Giving two (2) weeks' notice to the supervisor upon termination for any reason.
8. Reapplying for student employment by completing the appropriate Student Employment forms for each academic year and summer session.
9. Submitting a timesheet as indicated on the student payroll schedule to your supervisor.
10. Providing a **FINAL** copy of your class schedule to your supervisor.
11. Working your assigned schedule. You **ARE NOT** allowed to work during your class time. **THERE WILL BE NO EXCEPTIONS (THIS WOULD INCLUDE IF YOUR CLASS IS CANCELLED OR IF YOUR CLASS IS DISMISSED EARLY).**
12. Informing your supervisor if you are working in another department on campus.
13. **NOT** working more hours than you are approved.
14. Students eligible for Federal Student Employment **MUST** complete a new FAFSA from each academic year.
15. Original Supervisor and Student Responsibilities Form (white copy) **MUST** be returned with the Student Employment Request/Payroll Authorization

NOTE: If the student does not accept or follow through with the responsibilities listed above, the student will be jeopardizing further employment at Northern Kentucky University

Student Signature