

**Federal Work-Study Program  
Participation Agreement**

**Off-Campus Employment**

This agreement is entered into between Lurleen B. Wallace Community College, hereinafter known as the "Institution," and \_\_\_\_\_, hereinafter known as the "Organization," a local public nonprofit organization, for the purpose of providing work to students eligible for the Federal Work-Study Program (FWS).

Participation Agreements for FWS students of this organization must be signed by an authorized official of the institution (supervisor) and the student at the beginning of each academic term and must set forth:

1. job position
2. term of employment
3. the hourly rates of pay, and
4. the maximum number of hours per week each student may work; and
5. the hours each day the student is expected to work

Students will be made available to the organization by the institution to perform specific work assignments. Students may be removed from work on a particular assignment or from the organization by the institution, either on its own initiative or at the request of the organization. The organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or gender. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L.92-318) and the Regulations of the Department of Education which implement those Acts.

Transportation for students to and from their work assignments will not be provided by either the institution or the organization.

The institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of the students for the organization. It also has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work-Study program, to assign students to work for the organization, and to determine that the students do perform their work in fact. The organization's right is limited to direction of the details and means by which the result is to be accomplished.

The institution will pay compensation to students for work performed at the organization. Time reports indicating the total hours worked each week must be completed by the student and signed by the supervisor certifying the accuracy of the hours reported.

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Financial Aid Director	Date	Director of Organization	Date
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LBWCC is committed to meeting the needs of the disabled in all programs, services, and activities. Disabled individuals who require reasonable accommodations (including auxiliary aids and services) should contact Ms. Latrece Hall, Andalusia campus at 334-881-2271, Ms. Shana Burk campus at 334-382-2133 ext 3102, Ms. Laura Elliott, Luverne at 334-335-7094, or Mr. Jason Cain, MacArthur Campus at 334-493-5363.

It is the official policy of the Alabama Community College System and LBWCC, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.