

## Federal Work Study Acknowledgement of Obligation and Responsibility

All Federal Work Study students must understand that they have both rights and responsibilities, which are directly related to accepting a Federal Work Study (FWS) award. Please read this form carefully. When you sign this statement, it means that you understand the requirements and intend to honor your responsibilities.

### FWS REQUIREMENTS:

- ✓ Must have a completed FASFA (Free Application for Federal Student Aid) on file for current year.
- ✓ Must meet general Federal Student Aid eligibility criteria:
  - Enrolled in an approved academic program at Woodland Community College,
  - Achieved high school equivalency,
  - Completed financial aid file,
  - Financial need for FWS award per Expected Family Contribution (EFC from FAFSA),
  - Satisfactory Academic Progress (SAP) status of "Satisfactory" or "Warning"
    - Terminated students are not eligible for FWS participation
  - Not be in student loan default and/or owe a federal overpayment, and
  - Hold valid U.S. citizenship status and SSN.
- ✓ Must complete Student Employment Confirmation and new hire paperwork.

**IMPORTANT NOTE:** SAP is calculated on a semester term basis. If SAP status is not Satisfactory or an approved appeal is not on file, the student is not eligible to participate in the FWS program.

### FWS ACKNOWLEDGEMENTS:

Please read and check each item listed below:

- I acknowledge that this award is contingent upon fund availability and will be awarded on a first-come, first-serve basis.
- I acknowledge that if I am not hired by one of the departments my award will be canceled.
- I understand that if I do not make Satisfactory Academic Progress (SAP), the portion of my FWS award earned after such termination will not be considered part of my FWS award, and future award amount(s) may be canceled.
- I understand my FWS award is an annual award, and that I may not earn more than the awarded amount per my *Offer Letter* in Self Service.
- I understand that it is my responsibility to track how much of my award has been earned or is yet to be earned.
- I understand that if at any time I am awarded additional grants that cause my financial need to become negative, my FWS award may be adjusted and I will be notified via my YCCD student email.
- I understand that it is my responsibility to log my hours into Self Service each week. Further, not doing so will result in my FWS paycheck being delayed.
- I acknowledge that I must abide by the YCCD Student Code of Conduct. (pg 2)

My signature affirms that I have read the above statements and agree to accept my responsibilities as a FWS participant.

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Student Name (Print)

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Student Signature

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Date

## Student Code of Conduct

**If a student’s conduct violates District rules or regulations, the Code of Conduct for Students, or public laws, the student will be subject to one of the forms of “sanctions” included in the Code, which are:**

**Removal from class:** An instructor may remove a student from his or her class for the day of removal and the next class meeting. In the case of the Library, removal would be for the day and the next college day. The instructor shall immediately report the removal of the student to the College President or designee for appropriate action.

**A written or verbal reprimand:** An admonition to the student to cease and desist from conduct determined to violate the Student Code of Conduct. Such reprimands are given in a disciplinary conference with an administrator. Written reprimands may become part of the student’s permanent record at the college. Verbal reprimands may become a part of a student’s record at the college for a period of up to one year.

**Disciplinary probation:** The disciplinary authority has the discretion to impose an appropriate probationary period consistent with these procedures. A copy of the written disciplinary probation is filed in the student’s permanent file. In addition, if the student is a minor, a copy of the letter shall be sent to the student’s parent or guardian, and the parent or guardian shall be invited to confer with the college administrator imposing the discipline.

**Immediate Interim Suspension:** The suspension from one or more classes when required to protect lives or property and to ensure the maintenance of order. A student may be placed on immediate interim suspension without prior notice, provided that student is provided a reasonable opportunity for a hearing within ten (10) days of the first day of suspension.

**Short-term suspension:** The suspension from one or more classes for a period of up to 10 consecutive instructional days.

**Long-term Suspension:** The exclusion of the student from one or more classes for more than 10 consecutive instructional days, or from all classes and activities of the college for one or more additional terms.

**Expulsion:** The exclusion of the student by the Board of Trustees from the college indefinitely when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of others. (Education Code §76030.)

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*A copy of the Woodland Community College Code of Conduct  
for Students may be obtained on [https://wcc.yccd.edu/  
student/](https://wcc.yccd.edu/student/)*

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