
Student Name (Please **print** clearly)

I would like my daughter to participate in the Student Work Program (SWP) at St. Ursula Academy. Both my daughter and I understand that the following rules apply and must be adhered to in order to participate.

- 1) Students may choose which weeks to work but **MUST** work Monday through Friday of that week. A weekly schedule form with approximate amount to be earned needs to be completed and signed **BEFORE** a student may participate in the Student Work Program. This needs to be initialed at the beginning of each term and returned to the supervisor.
- 2) A student is only allowed 5 unexcused absences per semester. Parents will be notified in writing of each unexcused absence. After 5 unexcused absences, a student will be suspended from the SWP for 1 month. The student and a parent must schedule a conference with the SWP supervisor during that month. She may then rejoin the SWP. A student may be excluded from participation in the SWP for additional unexcused absences. **If a student is absent from school, this will be considered an excused absence.**
- 3) All students must work the entire hour from 3:00 until 4:00 p.m. Time cards will be used. A limited number of students may work from 7:00 – 8:00 a.m.
- 4) All students must treat this job and the supervisor as if they were employed outside of St. Ursula. This is not only an opportunity to earn money towards tuition, but also an opportunity to learn good employment ethics.

I understand that this policy will be enforced and agree to follow the above rules. If my daughter is no longer allowed to participate due to violating the above rules, I understand that I will be responsible for payment of any balance of the tuition due before my daughter will be permitted to take her semester exams and receive credit for the semester.

Student signature

Date

Parent signature

Date

