Student Employment Guide
Opportunities through Centralia College

Student Job Center • 600 Centralia College Blvd • Centralia WA 98531 • 360-736-9391, ext. 208
CONTENTS

I. Introduction ................................................................................................................. 3
II. Types of Student Employment .................................................................................. 3
III. Goals of Student Work Programs ........................................................................... 4
IV. Policies and Procedures for Students ....................................................................... 4
V. Policies and Procedures for Supervisors ................................................................. 10
VI. Appendices: Student Employment Forms ............................................................. 16
    1. Student Employee Referral Form ........................................................................ 16
    2. Employment Eligibility Verification Form (I-9) ............................................... 17
    3. Drug Free Workplace Policy ............................................................................... 20
    4. W-4 Form .......................................................................................................... 21
    5. FERPA Statement of Understanding .................................................................. 23
    6. Timesheet .......................................................................................................... 24
    7. Timesheet Completion Information .................................................................... 25
    8. Request for Student Worker Form ...................................................................... 26
    9. Student Employee Evaluation Form ................................................................... 27
   10. Satisfactory Academic Progress Standards ...................................................... 29

Revised December 2016

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Vice President of Human Resources and Legal Affairs, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, or call 360-736-9391, ext. 671.
I. INTRODUCTION

These guidelines, policies and procedures have been developed toward meeting the needs of student workers and their supervisors.

Student employment is intended to be a learning experience and a productive activity, requiring clearly defined guidelines. We encourage supervisors and student employees to be aware of their responsibilities, and to be active agents in making the employment experience a positive one for all parties.

If you have questions or concerns, please call ext. 208 or stop by the Student Job Center.

II. TYPES OF STUDENT EMPLOYMENT

A. **Federal Work Study On Campus** is an employment program designed to assist students in meeting their college costs through employment on campus. These jobs are located on the Centralia College Campus. In order to be eligible for Federal Work Study, a student must complete the financial aid process and have demonstrated need for receipt of work-study funding. As Federal Work Study is one component of the financial aid package, each student is awarded a set amount of eligibility per quarter which guides the number of hours per week that may be worked.*

B. **Federal Work Study Community Service** is an employment program that encourages students to participate in community service activities through on or off campus employment in a non-profit, governmental or community-based organization and assists students in meeting their college costs. In order to be eligible for Federal Work Study Community Service, a student must file a financial aid form and have demonstrated need. As Federal Work Study Community Service is one component of the financial aid package, each student is awarded a set amount of eligibility which guides the number of hours per week that may be worked.*

C. **State Work Study Off Campus** is an employment program similar in design to the Federal Work Study Program. These funds are used for off-campus jobs, which are related to the student’s major and/or career goals. (There may also be a limited number of State Work Study on-campus positions available.)

D. **Institutionally-funded Student Employment On Campus** is an employment program funded by the college to assist students in meeting their college costs. Students do not have to qualify for financial aid to be eligible for these positions. (This category also includes jobs that are funded by individual departments and referred to as “Other Funds” jobs.) These jobs are located on the Centralia college campus.

E. **Student Employment Off Campus** offers both part-time and full-time opportunities with local and statewide employers. These jobs are not based on financial need.

F. **Cooperative Education** opportunities can be either on or off campus, part-time or full-time. This program enables students to earn credit for on-the-job learning if the job is related to the student’s program of study.

* It is often possible to switch from one work study program to another, if necessary.
III. GOALS OF STUDENT WORK PROGRAMS

A. To assist students in meeting educational costs through employment
B. To provide opportunities for student employees to gain on-the-job training and work experience related to their career interests
C. To enhance students’ work experience and habits through the process of interviewing, hiring, training, supervision, performance evaluations, relations with co-workers and the public, meeting job expectations, and developing good work habits
D. To provide student workers the opportunity to offer basic support toward meeting the needs of Centralia College and the community

IV. POLICIES AND PROCEDURES FOR STUDENTS

The following are procedures pertaining to FEDERAL WORK STUDY and INSTITUTIONALLY-FUNDED STUDENT EMPLOYMENT on campus. Please contact the Student Job Center for work search procedures relating to the other types of student employment.

A. Federal Work Study On Campus – Steps to Getting Hired

1. Receive notification from financial aid indicating work-study eligibility. New students awarded work study are encouraged to attend an orientation session offered prior to fall quarter.
2. Check available job openings on the job bulletin board near the Student Job Center. Consider positions related to your major and/or career interest. On request, the Student Job Center will help you identify available positions related to your goals and/or program of study.
3. Tell Student Job Center staff the position(s) for which you wish to interview. It is your responsibility to read the job requirements thoroughly and apply only for those positions for which you have the necessary skills.
4. Obtain a Student Employee Referral form for each interview (see attached appendix #1). This form contains valuable information regarding the wage, type of job, name of the supervisor, the amount of money you are eligible to earn per quarter, and the number of hours per week you may work. YOU MUST NOT EXCEED THESE MAXIMUMS. The maximum number of hours for a student working at Centralia College is 15 hours per week and not more than 69 hours per month (unless prior approval has been received from the Financial Aid Office & Student Job Center.) A student may only work the maximum if the position has been allocated 15 hours per week. No student may work more than 15 hours per week through any combination of employment at Centralia College.
5. Student Job Center staff will provide you with referral information to arrange your own interview with the supervisor.
6. Take the referral form with you to the interview. You will return the referral form to the Student Job Center. If you are hired, you will complete employment forms and obtain your first time sheet.
7. If you are not hired, ask Student Job Center staff for a referral to another position or for additional help.
8. FOR THE NEXT STEP PLEASE REFER TO ITEM C: After You Are Hired.
B. Institutionally-Funded Student Employment On Campus – Steps to Getting Hired

1. Check available job openings on the job bulletin board near the Student Job Center. Consider positions related to your major and/or career interest. On request, the Student Job Center will help you identify available positions related to your goals and/or program of study.

2. Tell Student Job Center staff the position(s) for which you wish to interview. It is your responsibility to read the job requirements thoroughly and apply only for those positions for which you have the necessary skills.

3. Obtain a Student Employee Referral form for each interview (see attached appendix #1). This form will contain valuable information regarding the wage, type of job, name of the supervisor, the amount of money you are eligible to earn per quarter, and the number of hours per week you may work. **YOU MUST NOT EXCEED THESE MAXIMUMS. The maximum number of hours for a student working at Centralia College is 15 hours per week and **not more than 69 hours per month (unless prior approval has been received from the Financial Aid Office & Student Job Center.)** A student may only work the maximum if the position has been allocated 15 hours per week. No student may work more than 15 hours per week through any combination of employment at Centralia College.

4. Student Job Center staff will provide you with referral information to arrange your own interview with the supervisor.

5. Take the referral form with you to the interview. You will return the referral form to the Student Job Center. If you are hired, you will complete employment forms and obtain your first time sheet.

6. If you are not hired, ask Student Job Center staff for a referral to another position or for additional help.

C. After You Are Hired

1. **REQUIRED PAPERWORK**
   It is your responsibility to check with the Student Job Center to make sure all required paperwork and procedures have been completed.

   All student employees are required to complete the following:
   a. Employment Eligibility Verification Form (I-9) (see appendix #2)
   b. Drug Free Workplace Policy Form (see appendix #3)
   c. W-4 Form (see appendix #4)
   d. FERPA Statement (see appendix #5)

   You need to provide required identification in order to complete the employment process. **You will not be paid until your file is complete.**

2. **WORK HOURS**
   You may not work during your scheduled class hours.

3. **STUDENT EMPLOYMENT WITH OTHER CENTRALIA COLLEGE EMPLOYMENT**
   You may not be employed in any other capacity (i.e. F/T, P/T hourly, adjunct, etc.) at the same time that you are employed as a Centralia College student employee.
4. **TIME SHEETS**
   You must submit time sheets for your work.
   
   a. *Directions for completing time sheets:*
      1. See appendix #6 for an example of a time sheet.
      2. If part of an hour is worked, record the nearest quarter hour (i.e.; .25 for 15 minutes, .50 for one half hour, or .75 for 45 minutes.)
      3. If your supervisor has requested that you maintain your timesheet, please keep it updated on a daily basis.
      4. Be sure that you and your supervisor sign your time sheet and that your supervisor fills in the evaluation/comments section and makes a copy for his/her records.
      5. See appendix #7 for additional time sheet completion information.
      6. Your **supervisor is responsible** for delivering your timesheet to the Payroll Office in a timely manner.
      7. If a time sheet is turned in late you will not be paid until the next pay period.

5. **REQUIRED RECORDS**
   Supervisors must retain a copy of your referral form and each timesheet submitted to Payroll. **You and your supervisor are responsible for keeping track of the number of hours you have worked and your earnings each month.** You **cannot** earn more than the eligibility awarded on your referral form.

6. **WORKING DURING WINTER AND SPRING BREAKS**
   Students are expected to take time off from work during breaks. If you are interested in working during winter or spring break, your supervisor must contact the Student Job Center Office, which will consider if you have eligibility left for that quarter, the number of hours that may be worked, and if funding is available through the work program.

7. **PAYCHECKS**
   Checks are issued on the 10th day of each month. Take your photo identification to the Cashier’s Office in the Student Services Center from 8 a.m. to noon or 1 to 4:30 p.m. to receive your check. *(Note: If the 10th falls on a Saturday, you will be paid the prior Friday. If the 10th falls on a Sunday, you will be paid the following Monday.)*

8. **REQUIRED CREDITS**
   To be eligible to work, you must be enrolled in at least six college credits (HSC, ABE and IEP students are ineligible for student work programs.) All student employees must maintain enrollment in six college credits. If you drop below six credits, you must notify the Student Job Center and Financial Aid Office, and you must stop working immediately.

9. **SATISFACTORY ACADEMIC PROGRESS**
   To be eligible to work, you must meet Financial Aid Satisfactory Academic Progress (SAP) standards. Please refer to Appendix #10 for SAP standards.
10. POSSIBLE CONCERNS
   a. If you are having problems in your classes, approach your instructor for assistance, or ask about tutoring from the campus Tutor Center, Writing Center, or Student Support Services.
   b. If you need more time for your studies, discuss the situation with your supervisor. You may be able to decrease your work hours.
   c. If you need to change a job, you must notify the Student Job Center. Too many job changes are discouraged. Changing jobs can affect your ability to build a resume and obtain recommendations for future employment and it can inconvenience the supervisor and the department where you are working. Not all job change requests will be approved. Each job change request will be reviewed on a case-by-case basis by the Student Job Center.
   d. If you are having other work-related problems, contact the Student Job Center.

11. CHANGES IN PERSONAL INFORMATION
    Notify the Financial Aid and Payroll offices if you have a change of address, name, or phone number. This will ensure you receive your paychecks and other important information.

12. CHANGES IN CREDIT HOURS
    Notify the Financial Aid Office if you change the number of credits for which you are registered, or if you decide to withdraw from classes during the quarter.

13. COOPERATIVE EDUCATION CREDIT
    You may be able to earn Cooperative Education credit(s) for the learning that takes place on the job. For more information, contact the Student Job Center.

14. NEPOTISM
    You may not be employed in a work unit where a member of your family is employed, even if you are supervised by another employee. Prospective student employees will be directed to other areas to seek employment on campus.

15. DRESS CODE
    Casual dress is generally appropriate for most departments on most days, although certain activities may warrant something more formal or casual. You are expected to dress in a neat, clean, modest, and appropriate manner. Dress codes may vary from job to job. Check with your supervisor.

16. TAX INFORMATION
    a. W-4 form must be submitted to the Student Job Center; failure to do so will result in non-payment.
    b. Social Security is not withheld while you are a student.
    c. State and federal taxes are withheld.
    d. Exempt status for state and federal taxes is available (see W-4 form for information).
17. SEXUAL HARASSMENT
- It is the policy of the college that employees and students must be allowed to work and learn in an environment free from sexual harassment. Any form of sexual harassment is expressly prohibited and will not be tolerated. Any student who, while in any college facility or participating in a college-related program, knowingly engages in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or academic performance, shall be subject to discipline.
- If you feel you are a victim of sexual harassment, please contact the Student Programs Office to obtain information regarding your Rights and Responsibilities and/or Grievance Procedures.

18. DRUG-FREE WORKPLACE
Centralia College intends to provide a drug-free work environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform his/her assigned duties. Please refer to the Drug-Free Workplace Policy Form (appendix #3) for the comprehensive policy statement.

19. SMOKING ON CAMPUS
No tobacco products are allowed in any college buildings, within 20 feet of any public entryway, or in outdoor areas designated as non-smoking.

20. SAFETY ON CAMPUS
It is the policy of Centralia College to provide and maintain a safe and healthful learning environment and to follow operating practices that ensure the safety of all persons. The success of the safety program depends on the sincere, constant, and cooperative effort of all levels of management, instruction personnel, and students. Accidents resulting in personal injuries and damage to property and equipment represent needless waste. No exercise or lab experiment is so important or urgent that we cannot take time to perform them in an efficient and safe manner. By all of us, instructors, staff and students accepting mutual responsibility to perform our task safely, we will all contribute to each others’ well being.

21. INJURIES ON THE JOB
All on-the-job accidents must be reported to your supervisor immediately, whether or not you seek medical attention. Regardless of how minor you may think the injury is, an accident report must be completed. If your supervisor does not have the proper form, or is unaware of the proper procedure, please contact the Human Resources Office.

22. FERPA
You may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. You will be required to sign a statement of understanding (see appendix #5) with respect to FERPA.

23. COMPUTER USE ON CAMPUS
Your job may require computer, network and email use. Your supervisor must provide you with the Computer, Network and Electronic Mail Use Policy, which addresses the use of computers on campus. Your supervisor will also require you to sign a Windows ID and Email Account Request and Account Acceptable Use Guidelines form.
24. **WHISTLEBLOWER ACT**
   The Whistleblower Protection Act was enacted to encourage employees of the State of Washington to report any improper governmental action by a state employee to the Office of the Auditor. Further information on the program may be found on the State Auditor’s website at www.sao.wa.gov.

25. **STATE ETHICS LAW**
   Centralia College staff members must comply with Washington State’s Ethics in Public Service Law. The ethics law addresses conflicts of interest, outside consulting activities and part-time employment, and use of state resources. Additional information regarding this law can be found online at ethics.wa.gov.

D. **Guidelines for Job Success**

1. **MAINTAIN A LEARNING ATTITUDE**
   a. **Observe**: Watch closely. You need to learn your way around as soon as possible. Learn to get materials, plan and arrange your work, and master the daily routine in order to become a productive employee.
   b. **Ask Questions and Pay Attention**: Listen carefully when being given instructions. Ask questions. Note special tips and shortcuts and the order in which a task is to be done. Most supervisors would rather take the time to answer questions than to have errors appear. Don’t say you understand if you really don’t.
   c. **Be Appreciative, Not Defensive**: Say "thank you" for the instructions/help you receive. Be open to admitting mistakes, and accept constructive criticism graciously.
   d. **Take Notes**: Don’t trust all the new details of a job to your memory! Write down important points, make diagrams, list procedures step-by-step. Jot down questions or problems to take to your supervisor.

2. **FIND OUT WHERE YOU FIT**
   a. Develop a sense of where you fit in the organization and the overall task of the department.
   b. How has the work that comes to you been processed? What happens to it when it leaves your desk? Try to understand the importance of your part in the work flow.

3. **WORK COOPERATIVELY WITH OTHERS**
   a. Many people lose their jobs because they can’t get along with others. Maintaining good working relationships is one of the keys to success. Because cooperation is a two-way street, you must cooperate with others and help them cheerfully.

4. **IMPORTANT THINGS TO DO**
   a. Report to your job on time. Whenever possible, notify your supervisor in advance if you are going to be late or absent.
   b. Follow the rules, regulations, and policies.
   c. Dress appropriately for the type of job you have obtained.
d. Respond promptly to all inquiries sent to you by the Financial Aid Office or Student Job Center.
e. Study hard and complete all of your classes (maintain a 2.0 minimum GPA in each course).

5. THINGS NOT TO DO
   a. Do not work at your job during the time you are scheduled to be in class.
   b. Do not be late or absent often.
   c. Do not do personal projects or study during your work hours.
   d. Do not smoke where prohibited.

V. POLICIES AND PROCEDURES FOR SUPERVISORS

A. Requesting Student Employees

STUDENT EMPLOYEE REQUEST FORM
During spring quarter, Request For Student Worker forms will be distributed to departments for the upcoming summer and academic year. You must complete and submit a Request for Student Worker form (see appendix #8) for each job to your area representative. (Summer and academic year requests must be submitted on separate forms). Note: Centralia College student employees must complete all work hours on the Centralia College campus.

JOB DESCRIPTION
In completing the Request for Student Worker form, you must classify each student worker position according to one of four descriptions as noted on the form. In addition, indicate specific duties or tasks performed by the student worker in the position to ensure referral of qualified applicants. Students will select their desired position from the job descriptions you provide. The Request for Student Worker form should clarify job duties, required skills, and number of hours per week preferred. If special skills are needed, be specific. For example, instead of listing typing ability, use “approx. 35 WPM” or instead of listing “good English skills”, use “two or more years of high school English classes.”

REQUESTING SPECIFIC STUDENTS
Your requests for specific student workers will be honored if the student requested is continuing with at least six college credits, s/he meets work program eligibility for that position, and has met Financial Aid Academic Progress Standards.

DEADLINE FOR REQUESTS
Request For Student Worker forms must be returned to the area representative by the deadline in order to help ensure approval.

ADDITIONAL REQUESTS
You may request additional student workers by submitting additional Request For Student Worker forms. Approval of additional requests are subject to the availability of funds.

B. Referral of Applicants
1. **POSTING JOBS**
   Approved positions will be posted, using job description information you provided on the Request For Student Worker form. It is the student’s responsibility to identify jobs for which s/he has the necessary job skills. Further screening for qualifications and job referral is done by the Student Job Center.

2. **STUDENT EMPLOYEE REFERRAL FORM**
   Students will bring the Student Employee Referral Form (see appendix #1) to you. This form contains valuable information regarding the student’s eligibility for each quarter and maximum number of hours the student can work.

3. **INSTITUTIONALLY-FUNDED STUDENT EMPLOYMENT POSITIONS**
   These positions are open to any student who has the necessary job skills and meets eligibility requirements. Students will bring you the Student Employee Referral Form (see appendix #1). Federal Work Study eligibility is not required for institutionally-funded jobs. You may select the applicant best qualified for the position, whether eligible for work study or not.

C. **Interviewing**

1. **APPOINTMENTS**
   Student Job Center staff will provide referral forms and information. Students will make arrangements for their own interviews.

2. **INTERVIEW PROCESS**
   You will conduct a regular job interview, fully describing the job duties with each student referred. A pattern of interview questions may help you cover the same points with each applicant. The Student Job Center will continue to provide eligible students to each position until notified that a student has been selected. You should keep the referral form for each student interviewed until a selection is made.

D. **Hiring Decision**

1. **AUTHORITY**
   - Each student employee must have a designated college employee who, by virtue of their position at the college, is eligible to supervise student employees. If you are the designated supervisor identified on the student employee’s referral form, you should make yourself known to the student, and let them know how you can be contacted during the hours that the student is on duty.
   - If you are not available, you must inform the student employee of who the alternate or acting supervisor is and how to contact that person. You have the final authority in hiring students referred to you by the Student Job Center and should consider each student’s skills and work eligibility in making your selection.
   - If you are a site supervisor and your classification restricts you from dealing with issues or concerns that may arise with your student employee, please refer those to the Supervisor of Record or your immediate supervisor.
2. **FORMS**
   You must sign the referral form for each applicant interviewed, indicating whether or not the student is hired. Return all referral forms to the Student Job Center. Keep the pink copy of the referral form for your chosen hire for your records.

3. **BEFORE A STUDENT CAN BEGIN WORKING**
   Students cannot begin working until they have completed all of their employment forms (W-4, I-9*, Drug Free Workplace Policy, FERPA, and a referral form signed by you) AND the student must have been issued a computer-generated timesheet from the Student Job Center.

   * Important note: The Department of Homeland Security I-9 form is an important form that, if not completed by the established DHS deadline, violates labor law and could subject the college to a significant fine. If a supervisor repeatedly neglects to ensure completion of the I-9 by the established deadline, it will result in notification to that supervisor's immediate supervisor and the student's wages may be charged to the individual department's budget.

4. **NEPOTISM**
   Student employees may not be employed in a work unit where a member of their family is employed, whether or not they are supervised by another employee. Prospective student employees will be directed to other areas to seek employment on campus.

E. **Supervisory Responsibilities**

1. **ACTIVITIES**
   - Give written as well as oral instructions so the student will have something to reference.
   - As the designated supervisor, you must provide the student with a job description that lists the duties, functions, and responsibilities of the student job.
   - You must conduct individual training with each student employee hired. The nature, frequency, and type of training will depend on the nature of the work. Some students may require additional assistance because they are new to the workforce. Use specific terms and active voice sentences. Have the student paraphrase key points.
   - Duties of student workers must relate to college activities and scheduled hours should be no more than required to accomplish job tasks.
   - Homework is not a suitable substitution for work. If you find you don't have enough work for the student, contact other staff in your area to see if they have work for your student.

2. **LEVEL OF STUDENT RESPONSIBILITY**
   - You must monitor the work of the student employee. The nature, frequency, and type of monitoring shall depend on, but not be limited to, the nature and location of the work, the experience of the student employee, as well as situations in which either the student employee or others may be exposed to the possibility of health or safety issues, or issues of inappropriate behavior.
   - The focus of all student work programs is to assist students financially as well as to provide students with meaningful training and skill-building opportunities, especially those who have had very limited or no prior work experience. Many will be learning workplace skills and habits for the first time.
• Although Centralia College values and recognizes the importance of the student workforce, the institution must not rely on student workers alone to provide vital office/department functions. Student positions are of a supportive nature. The duties involved should be limited to basic responsibilities. You are encouraged to be realistic in your expectations of student job applicants and to be active agents in making the employment a positive learning experience.

3. COMPUTER USE ON CAMPUS
• Some student employee positions require computer, network and electronic mail use. You must provide the student with the Centralia College Computer, Network and Electronic Mail Use policy (found on the CC intranet site under Human Resources>Shared Documents>Manual>PolicyCh1), which addresses the use of computers on campus. You must also require the student to sign a Windows ID and Email Account Request and Account Acceptable Use Guidelines form (can be downloaded from the CC intranet site under Administration>Information Technology>Shared Documents>Fillable ID and Email Request form).
• Please notify Information Technology when your student terminates their student employment.

4. SIX-CREDIT MINIMUM REQUIREMENT
All student employees must maintain enrollment in six college credits (HSC, ABE and IEP students are ineligible for student work programs). If your student worker drops below six credits, h/she must notify the Student Job Center and Financial Aid Office and stop working immediately.

5. WORK HOURS
• Student workers must not work more than the eligibility indicated on the referral form. The maximum number of hours for a student working at Centralia College is 15 hours per week and not more than 69 hours per month (unless prior approval has been received from the Financial Aid & Student Job Center.)
• A student may only work the maximum if the position they are filling has been allocated 15 hours per week. No student may work more than 15 hours per week through any combination of employment at Centralia College.
• Students must not work during their scheduled class time or during staff holidays. Students are allowed a 10-minute paid rest period for every four consecutive hours of work and, if working more than five hours per day, the student is entitled to a 30-minute lunch.
• Students may not be employed as a Centralia College employee at the same time they are employed by Centralia College in a different capacity (i.e. F/T, P/T hourly, adjunct, etc.).
• You are encouraged to be as flexible as possible in balancing work hours with college classes and/or study time.

6. WORKING DURING WINTER AND SPRING BREAKS AND NON-CLASS DAYS
It is expected that students take time off from work during breaks. If a student is interested in working during winter or spring breaks or during non-class days, you must contact the Student Job Center Office. It will be determined if the student has eligibility left for that quarter, the number of hours they may work, and if funding is available through the program that they are awarded.

7. TIME SHEETS
• You are responsible for monitoring the balance of your student’s work hours. You must deliver student time sheets (see appendix #6) to the Payroll Office on the last working day of each month.
• If this is impossible and you ask the student employee to deliver the timesheet, you must give it to the student employee in a sealed envelope with your initials signed across the seal.
The time sheet must be signed by both you and the student employee and dated on or after the last date worked. You are encouraged to complete the evaluation/comments section.

NOTE: If a time sheet is turned in late, the student will not be paid until the following pay period.

8. **PAYCHECKS**
Paychecks are issued to student workers on the 10th day of each month from 8 a.m. to noon and 1 to 4:30 p.m. at the Cashier’s Office in the Student Services Center.

9. **MONITORING OF STUDENT WORK HOURS AND EARNINGS**
   - You must retain a copy of each student employee's referral form and each timesheet submitted to Payroll. You and the student employee share the responsibility for keeping track of the number of hours that your student employee has worked and his/her earnings each month.
   - A student employee cannot earn more than his/her awarded eligibility each quarter or work more than the maximum number of hours per week.
   - NOTE: The amount of eligibility and the maximum hours per week are indicated on the Student Employee Referral form. Call the Student Job Center if clarification is needed.

10. **IF A STUDENT EMPLOYEE OVERWORKS HIS/HER AWARD**
Student Employees are NOT allowed to overwork their award. If you allow a student employee to overwork his/her work award, it will result in an automatic reduction of the following quarter's work award. If a student employee is allowed to overwork his/her award for two consecutive quarters, your department will be billed for the overage.

11. **WORK PERFORMANCE EXPECTATIONS**
Students' classes are their first priority. While employed on campus, many students are still learning workplace skills and habits. Be a positive part of this learning process. Be timely and specific in recognizing a job well done. Allow the student employee to have input and to participate in choices whenever possible. Demonstrate good work habits and attitudes; assign tasks appropriate to the student's capabilities and don't expect perfection in his/her performance. Keep in mind that mistakes are a part of the learning process.

12. **WORK PERFORMANCE EVALUATIONS**
   - Periodic evaluations of each student employee are encouraged and can provide basis for commendation, identify areas for improvement, provide documentation for dismissal, and can document information that may be used for future employment references.
   - Evaluations should be objectively measured by the original job requirements defined by the supervisor. This evaluation data must be completed on the lower section of each month's timesheet. You are also encouraged to use the Student Employee Evaluation (see appendix #9) on a quarterly basis.

13. **HOURLY WAGE RATE**
The hourly on-campus wage rate for all student employees is the current minimum wage. Off-campus wage rates will vary.
14. **DRESS CODE**
Casual dress for students is generally appropriate for most departments on most days, although certain activities may warrant something more formal or casual. Student employees are expected to dress in a neat, clean, modest, and appropriate manner. Dress codes may vary from department to department. Please share any particular dress code requirements with your student employee at the time of hire.

15. **EMPLOYMENT OF STUDENT EMPLOYEES YOUNGER THAN 18**
If employing students 16 or 17 years of age, contact the Human Resources Office or the Student Job Center for minor worker regulations. These regulations are over and above those related to student employees aged 18 years and older.

16. **TERMINATION**
a. Student employment positions are created with the goal of providing a learning environment for students with limited or no job experience and many will be learning workplace skills and habits for the first time; however, unsatisfactory performance by the student may be reasonable cause for termination, including:
   1. repeated absences
   2. inability to perform job requirements
   3. unsatisfactory completion of work assignments
   4. misrepresenting self on application or hiring materials
   5. failure to work scheduled hours
   6. fraud
   7. lack of available funding
b. Although student employment is intended to be a learning opportunity, student employees are considered “at-will” employees and, as such, can be dismissed at any time, with reasonable cause. Supervisors are encouraged, but not required, to go through progressive discipline if an issue arises. Progressive discipline steps are:
   1. Provide the student employee with a verbal warning that identifies the problem and attempts to come to a resolution. Document the conversation.
   2. Provide a written warning that indicates unsatisfactory performance, identify the areas needing improvement, and develop a plan with the student to remedy the situation. The written warning can note that upon the next incident the student may be terminated. The timesheet performance rating section may be used for the written warning and the comments must be signed by you and the student. Document all communication with the student. If the student is terminated as a result of the problem, send a copy of the documentation to the Student Job Center.
   3. If the student quits or is terminated, you must return the pink copy of the original Student Employee Referral form to the Student Job Center. This act of notification will re-open the position if funds are available. Should a student choose to appeal a resultant decision, they may contact the Vice President, Student Services.

All students and supervisors are encouraged to become active agents in making the employment experience a positive one.
Appendix #1

Centralia College FINANCIAL AID and STUDENT JOB CENTER

20** STUDENT EMPLOYEE REFERRAL FORM

STUDENT: Please complete the bold-circled fields. After the form is complete you must deliver it to the supervisor of the job that you would like to apply for.

STUDENT NAME: ____________________________

SID: ________________________________________

STUDENT NAME: ____________________________

SSN: ____________________________

Wait to enter Social Security number after hire

SUPERVISOR NAME: ____________________________

Extension: ____________________________

Title of Job: ____________________________

Department: ____________________________

Rate of Pay: $**.**/hr

Federal ID #: 91-6072664

Job is available for the following quarters: FALL ___ WINTER ___ SPRING ___

STUDENT: Please read and complete the following section:

I am aware that I must be 16 years of age or older to work on campus and that I must be enrolled in at least 6 credits (Students enrolled in HSC, ABE or IEP courses are ineligible for this student work program) & must complete at least 50% of my credit load and maintain satisfactory academic progress standards as outlined in the Financial Aid Satisfactory Academic Progress Standards.* I understand that I may not work more than 15 hrs/wk through any combination of employment at Centralia College and that I cannot be employed as a regular college employee while working as a student employee. I give my permission for Centralia College to release student employment and related educational information to prospective supervisors for the purpose of seeking student employment. I understand that I will need to provide my Social Security number in order to complete the employment process. I also understand that I may not work more than 15 hrs/wk through any combination of employment at Centralia College and that I cannot be employed as a regular college employee while working as a student employee. I give my permission for Centralia College to release student employment and related educational information to prospective supervisors for the purpose of seeking student employment. I authorize Centralia College to notify my supervisor if I become ineligible for this work program and to share the reason(s) why so that the supervisor can plan accordingly. I have received the Affordable Care Act Notice of Health Insurance Marketplace Coverage Options & Your PEBB Benefits information.

* Academic standards can be found on the back of this form or online: http://www.centralia.edu/admissions/finaid/forms/2014-15/2014-15_HANDBOOK.pdf

Student signature ____________________________ Date ____________

If you need disability accommodation in the application/employment process, please call (360) 736-9391, ext. 213

SUPERVISOR: Please read and complete the following section:

ALL COPIES OF THIS FORM MUST BE RETURNED TO THE STUDENT JOB CENTER and the student must receive a timesheet before s/he may begin working. After the form is processed, the supervisor will be sent the pink copy for his/her records.

I WISH TO HIRE THIS STUDENT: NO ___ YES ___ START DATE: ____________

SUPERVISOR SIGNATURE ____________________________ DATE ____________

IF THIS STUDENT IS TERMINATED OR QUITS, the pink copy must be returned to the Student Job Center. Doing this will automatically reopen the position. If it is not returned, the position will remain closed. REASONS FOR TERMINATION:

Supervisor Signature: ____________________________ Date: ____________

STUDENT JOB CENTER: will complete the following information:

WORK PROGRAM:

BUDGET CODE(s) (If other than FWS or SE):

EARNINGS MAXIMUM ELIGIBILITY HOURS PER WEEK MAXIMUM ELIGIBILITY

Fall ________ ________

Winter ________ ________

Spring ________ ________

NOTE: Hours per week eligibility will drive the amount of earnings eligibility used.

* Please return all copies of this form to the Student Job Center *

CENTRALIA COLLEGE STUDENT EMPLOYMENT GUIDE • 16
Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): ________________
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) ________________ Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: ________________

   OR

2. Form I-94 Admission Number: ________________

   If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

   Foreign Passport Number: ________________

   Country of Issuance: ________________

   Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: ________________ Date (mm/dd/yyyy): ________________

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: ________________ Date (mm/dd/yyyy): ________________

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employer Completes Next Page

Form I-9 03/08/13 N Page 7 of 9
Section 2. Employer or Authorized Representative Review and Verification

(Completes or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

<table>
<thead>
<tr>
<th>Employee Last Name, First Name and Middle Initial from Section 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>List A</strong></td>
</tr>
<tr>
<td><strong>Identity and Employment Authorization</strong></td>
</tr>
<tr>
<td>Document Title:</td>
</tr>
<tr>
<td>Issuing Authority:</td>
</tr>
<tr>
<td>Document Number:</td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy):</td>
</tr>
</tbody>
</table>

| Document Title: | Document Title: | Document Title: |
| Issuing Authority: | Issuing Authority: | Issuing Authority: |
| Document Number: | Document Number: | Document Number: |
| Expiration Date (if any) (mm/dd/yyyy): | Expiration Date (if any) (mm/dd/yyyy): |

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee’s first day of employment (mm/dd/yyyy): ____________________ (See instructions for exemptions.)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name) First Name (Given Name)</td>
<td>Employer's Business or Organization Name</td>
<td></td>
</tr>
</tbody>
</table>

Employer's Business or Organization Address (Street Number and Name): _______________ City or Town: _______________ State: _______________ Zip Code: _______________

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of Rehire (if applicable) (mm/dd/yyyy): 

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

| Document Title: | Document Number: | Expiration Date (if any) (mm/dd/yyyy): |

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

| Signature of Employer or Authorized Representative: | Date (mm/dd/yyyy): | Print Name of Employer or Authorized Representative: |

Form I-9 03/08/13 N
LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
</tr>
<tr>
<td>a.</td>
<td>Foreign passport, and</td>
</tr>
<tr>
<td>b.</td>
<td>Form I-94 or Form I-94A that has the following:</td>
</tr>
<tr>
<td>(1)</td>
<td>The same name as the passport, and</td>
</tr>
<tr>
<td>(2)</td>
<td>An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
</tr>
<tr>
<td>6.</td>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
</tr>
<tr>
<td>2.</td>
<td>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
</tr>
<tr>
<td>3.</td>
<td>School ID card with a photograph</td>
</tr>
<tr>
<td>4.</td>
<td>Veteran's registration card</td>
</tr>
<tr>
<td>5.</td>
<td>U.S. Military card or draft record</td>
</tr>
<tr>
<td>6.</td>
<td>Military dependent's ID card</td>
</tr>
<tr>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
</tr>
<tr>
<td>8.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>9.</td>
<td>Driver's license issued by a Canadian government authority</td>
</tr>
<tr>
<td>10.</td>
<td>School record or report card</td>
</tr>
<tr>
<td>11.</td>
<td>Clinic, doctor, or hospital record</td>
</tr>
<tr>
<td>12.</td>
<td>Day-care or nursery school record</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
</tr>
<tr>
<td></td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td></td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td></td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>2.</td>
<td>Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>3.</td>
<td>Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>4.</td>
<td>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>6.</td>
<td>U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>7.</td>
<td>Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>8.</td>
<td>Employment authorization document issued by the Department of Homeland Security</td>
</tr>
</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.
APPENDIX III

DRUG FREE WORKPLACE POLICY

Background

Centralia College is the recipient of federal grants and contracts. The federal Drug Free Workplace Act of 1988 requires that the college, as a recipient of a grant or major contract from a federal agency, certify that it will provide a drug free workplace. The college must publish a policy statement notifying employees of the provisions of the 1988 Act and that action will be taken against an employee who violates such prohibition. The policy should also include student employees and other students receiving aid under federal campus based programs. The college is also required to establish a drug free awareness program. Failure to comply with the provisions of the ACT may result in the suspension, termination, or debarment from the award of any federal contract.

Policy Statement

Centralia College intends to provide a drug free work environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform his/her assigned duties.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is or on Centralia College owned or controlled property, or while conducting Centralia College business is prohibited. Violation of this policy will be reason for taking personnel actions against such employee and/or requiring the employee’s participation in a drug abuse assistance or rehabilitation program. Any personnel actions will be processed in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, student disciplinary code or other appropriate policies of the college. Any disciplinary action for employees or students will be decided on a case-by-case basis depending upon the specific circumstances. Students may lose federal funding or be subject to the student disciplinary process depending upon the circumstances of the conviction.

Centralia College recognized drug use and/or dependency to be a health, safety, and security problem. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to use the State Employee Advisory Service and/or employee medical insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize employment.

Employees must, as a condition of continued employment abide by the terms of this policy, and must report any convictions under a criminal drug statute for violations occurring in or on property owned or controlled by Centralia College or while conducting Centralia College business. Employees shall report any such convictions to their supervisor within five (5) days after the conviction. Student must report such convictions to the Vice President of Student Services, within five (5) days after conviction. Centralia College must report the conviction to the appropriate federal grant/contracting agency within then (10) days after having received notice that a person employed under a federally sponsored grant to contract has any drug statute conviction or violation occurring in the workplace.

Acknowledgement

I, ____________________________ acknowledge receipt of this policy

STUDENT NAME  (PRINT)

statement on __________________________

DATE

________________________________
STUDENT SIGNATURE
Form W-4 (2015)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2015 expires February 16, 2016. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,050 and includes more than $350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than $1,000.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wage.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how much the amount you are having withheld compares to your projected total tax for 2015. See Pub. 505, especially if your earnings exceed $130,000 (Single) or $180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

---

**Personal Allowances Worksheet (Keep for your records.)**

**A** Enter “1” for yourself if no one else can claim you as a dependent.
- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse’s wages (or the total of both) are $1,500 or less.

**B** Enter “1” if:
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse’s wages (or the total of both) are $1,500 or less.

**C** Enter “1” for your spouse. But, you may choose to enter “0-” if you are married and have either a working spouse or more than one job. (Entering “0-” may help you avoid having too little tax withheld.)

**D** Enter number of dependents (other than your spouse or yourself) you will claim on your tax return.

**E** Enter “1” if you will file as head of household on your tax return (see conditions under Head of household above).

**F** Enter “1” if you have at least $2,000 of child or dependent care expenses for which you plan to claim a credit.

(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

**G** Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.
- If your total income will be less than $65,000 ($100,000 if married), enter “2” for each eligible child; then less “1” if you have two to four eligible children or less “2” if you have five or more eligible children.
- If your total income will be between $65,000 and $84,000 ($100,000 and $119,000 if married), enter “1” for each eligible child.

**H** Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.)

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed $50,000 ($20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

---

**Employee’s Withholding Allowance Certificate**

Separate here and give Form W-4 to your employer. Keep the top part for your records.

**W-4**

**Employee’s Withholding Allowance Certificate**

**Form W-4**

**Department of the Treasury**

**Internal Revenue Service**

**2015**

**OMB No. 1545-0074**

**Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**

**1** Your first name and middle initial

**2** Your social security number

**3** Single ☐ Married ☐ Married, but withhold at higher Single rate. 

**Note.** If married, but legally separated, or spouse is a nonresident alien, check the “Single” box.

**4** If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

**5** Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)

**6** Additional amount, if any, you want withheld from each paycheck

**7** I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption.

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write “Exempt” here.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

**Employee’s signature**

(If your name is not signed, write “Not applicable” here)

**Date**

**8** Employer’s name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)

**9** Office code (optional)

**10** Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.
Deductions and Adjustments Worksheet

Note. Use this worksheet only if you plan to itemize deductions or claim certain credits or adjustments to income.

1 Enter an estimate of your 2015 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1951) of your income, and miscellaneous expenses.

For 2015, you may have to reduce your itemized deductions if your income is over $309,900 and you are married filing jointly or a qualifying widow(er); $284,050 if you are head of household; $258,250 if you are single and not head of household or a qualifying widow(er); or $154,950 if you are married filing separately. See Pub. 505 for details.

2 Enter:

- $12,600 if married filing jointly or qualifying widow(er)
- $9,250 if head of household
- $6,300 if single or married filing separately

3 Subtract line 2 from line 1. If zero or less, enter “-0-”

4 Enter an estimate of your 2015 adjustments to income and any additional standard deduction (see Pub. 505)

5 Add lines 3 and 4 and enter the total. (Include any amount for credits from the Withholding Allowances or the Converting Credits to Withholding Allowances for 2015 Form W-4 worksheet in Pub. 505.)

6 Enter an estimate of your 2015 nonwage income (such as dividends or interest)

7 Subtract line 6 from line 5. If zero or less, enter “-0-”

8 Divide the amount on line 7 by $4,000 and enter the result here. Drop any fraction.

9 Enter the number from the Personal Allowances Worksheet, line H, page 1

10 Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1

Two-Earners/Multiple Jobs Worksheet (See Two earners or multiple jobs on page 1.)

Note. Use this worksheet only if the instructions under line H on page 1 direct you here.

1 Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)

2 Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are $65,000 or less, do not enter more than “3”

3 If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter “-0-“) and on Form W-4, line 5, page 1. Do not use the rest of this worksheet

Note. If line 1 is less than line 2, enter “-0-“ on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4 Enter the number from line 2 of this worksheet

5 Enter the number from line 1 of this worksheet

6 Subtract line 5 from line 4

7 Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here

8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed

9 Divide line 8 by the number of pay periods remaining in 2015. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2015. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck

---

### Table 1

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If wages from LOWEST paying job are—</strong></td>
<td><strong>Enter on line 2 above</strong></td>
</tr>
<tr>
<td>$0 - $6,000</td>
<td>0</td>
</tr>
<tr>
<td>6,001 - 13,000</td>
<td>1</td>
</tr>
<tr>
<td>13,001 - 24,000</td>
<td>2</td>
</tr>
<tr>
<td>24,001 - 34,000</td>
<td>3</td>
</tr>
<tr>
<td>34,001 - 44,000</td>
<td>4</td>
</tr>
<tr>
<td>44,001 - 50,000</td>
<td>5</td>
</tr>
<tr>
<td>50,001 - 65,000</td>
<td>6</td>
</tr>
<tr>
<td>65,001 - 75,000</td>
<td>7</td>
</tr>
<tr>
<td>75,001 - 80,000</td>
<td>8</td>
</tr>
<tr>
<td>80,001 - 100,000</td>
<td>9</td>
</tr>
<tr>
<td>100,001 - 115,000</td>
<td>10</td>
</tr>
<tr>
<td>115,001 - 130,000</td>
<td>11</td>
</tr>
<tr>
<td>130,001 - 140,000</td>
<td>12</td>
</tr>
<tr>
<td>140,001 - 150,000</td>
<td>13</td>
</tr>
<tr>
<td>150,001 and over</td>
<td>14</td>
</tr>
</tbody>
</table>

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### Table 2

<table>
<thead>
<tr>
<th>Married Filing Jointly</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If wages from HIGHEST paying job are—</strong></td>
<td><strong>Enter on line 7 above</strong></td>
</tr>
<tr>
<td>$0 - $6,000</td>
<td>0</td>
</tr>
<tr>
<td>6,001 - $75,000</td>
<td>1</td>
</tr>
<tr>
<td>75,001 - 135,000</td>
<td>2</td>
</tr>
<tr>
<td>135,001 - 205,000</td>
<td>3</td>
</tr>
<tr>
<td>205,001 - 360,000</td>
<td>4</td>
</tr>
<tr>
<td>360,001 - 405,000</td>
<td>5</td>
</tr>
<tr>
<td>405,001 and over</td>
<td>6</td>
</tr>
<tr>
<td>$0 - $38,000</td>
<td>7</td>
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<tr>
<td>38,001 - 83,000</td>
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<tr>
<td>83,001 - 180,000</td>
<td>9</td>
</tr>
<tr>
<td>180,001 - 395,000</td>
<td>10</td>
</tr>
<tr>
<td>395,001 and over</td>
<td>11</td>
</tr>
</tbody>
</table>

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Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(b)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being taxed as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103. The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return. If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.
Centralia College

STUDENT WORKER
STATEMENT OF UNDERSTANDING
OF THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

I understand that by virtue of my employment through the Student Job Center Office at Centralia College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Centralia College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

DATE _______________ STUDENT EMPLOYEE SIGNATURE ______________________

PRINT STUDENT EMPLOYEE NAME ______________________
## Centralia College

### Student Hourly Time Sheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>15</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>30</td>
<td></td>
<td></td>
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<tr>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have not allowed my student to work during their scheduled class times:

---

**Signature of Supervisor**

**Budget Code 1**

**Budget Code 2**

**Budget Code**

I hereby certify, under penalty of perjury under the laws of Washington State, that this time sheet is a true and correct statement of time worked and that I meet student employment eligibility requirements and that the following performance evaluation has been noted.

**Signature of Employee**

**Student work performance for this period**

- Reports to work on time
- Quality of work
- Responsible and Cooperative

**Other Signature(s) if needed**

<table>
<thead>
<tr>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

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**Date**

**Total Hours**

**Total $**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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**Date**

---
TIME SHEET COMPLETION

PLEASE:

• DO NOT POST TIME IN LESS THAN 15-MINUTE INCREMENTS. ENTER YOUR TIME USING DECIMALS. (Example: one and one half hours = 1.5, one hour and 15 minutes = 1.25)

• DO NOT USE "MILITARY TIME" OR TIME TAKEN FROM TIME-CLOCKS.

• NO STUDENT IS ALLOWED TO WORK DURING WEEKENDS OR STAFF HOLIDAYS UNLESS THEIR SUPERVISOR HAS REQUESTED AND HAS BEEN GRANTED APPROVAL FOR YOU TO WORK.

• YOU AND YOUR SUPERVISOR SHOULD TOTAL AND VERIFY HOURS WORKED AND AWARD BALANCE PRIOR TO SUBMITTING TIMESHEETS.

• TIMESHEETS MUST BE SIGNED IN INK BY BOTH STUDENT AND SUPERVISOR. (No red ink, please.)

• TURN IN THE TIMESHEET TO YOUR SUPERVISOR ON THE LAST WORKING DAY OF EACH MONTH. YOUR SUPERVISOR WILL DELIVER THE TIMESHEET TO THE PAYROLL OFFICE. TIMESHEETS TURNED IN AFTER THE PAYROLL DEADLINE WILL BE PAID ON THE NEXT APPROPRIATE PAYROLL PERIOD.

• PAYCHECKS ARE ISSUED THE 10th OF EACH MONTH AND CAN BE PICKED UP AT THE CASHIER'S OFFICE IN THE STUDENT SERVICES CENTER. RETAIN YOUR PAYCHECK STUB FOR FUTURE REFERENCES.

YOU MAY OPT TO HAVE YOUR PAYCHECK DIRECT-DEPOSITED TO YOUR CHECKING OR SAVING ACCOUNT. PLEASE REFER TO THE ATTACHED INFORMATION/FORM ABOUT DIRECT DEPOSITING YOUR PAYCHECK. SHOULD YOU NEED A COPY OF YOUR PAYCHECK STUB, YOU MAY GO ONLINE TO: https://www.ctc.edu/~cent/empearnlv/. USING YOUR PIN NUMBER, YOU WILL BE ABLE TO PRINT YOUR PAYSTUB(S).

• IF YOU HAVE A CHANGE IN ADDRESS, PLEASE COMPLETE THE FILLABLE “CHANGE OF ADDRESS” FORM FOUND AT: http://www.centralia.edu/admin/hr/employee/index.html. THEN, USING THAT SITE, E-MAIL THE COMPLETED FORM TO THE PAYROLL OFFICE.

• FUTURE TIME SHEETS WILL BE FORWARDED TO YOUR SUPERVISOR WITHIN THE FIRST FEW DAYS OF THE FOLLOWING MONTH.
CENTRALIA COLLEGE
REQUEST FOR STUDENT WORKER
Fall 20** - Spring 20**

Instructions: Date: __________
1. Complete a separate request form for each different job title.
2. No students are allowed to work more than 15 hours per week while student is enrolled in class(es). No student employees may work more than 69 hours per month. Exception: with prior approval for work that occurs during months including winter or spring break.
3. Return this request form to your area representative for approval (Marla Miller- Admin/FOM, Cheryl Williams-Instruction/Library, and Tracy Smothers-Student Services)

SUPERVISOR REQUESTING POSITION: ________________________________

DEPARTMENT/OFFICE: ________________________________ EXTENSION: ___

NUMBER OF HOURS PER WEEK FOR THIS POSITION: ____________________

NUMBER OF STUDENTS REQUESTED FOR THIS POSITION: _________

CHECK THE QUARTERS FOR WHICH YOU ARE REQUESTING THIS POSITION:
FALL ☐ WINTER ☐ SPRING ☐

JOB DESCRIPTION (Check the box beside the appropriate description):

☐ OFFICE AIDE: Perform basic clerical tasks which include filing, typing, assisting other staff members in their duties, picking up, and sorting mail.

☐ PROGRAM AIDE: Assist program coordinators in carrying out the functions of specific programs, such as peer recruiting, child development, and food service.

☐ MAINTENANCE AIDE: Assist in general cleaning, maintenance and upkeep of college facilities and grounds. Use of power equipment, lifting, painting, window washing, etc., may be required.

☐ LAB INSTRUCTION AIDE: Assist in laboratory layout and material preparation and assist teachers with instructional classroom functions. (Labs are any learning environment in which the student learns from actual experience, such as the physical sciences, arts, vocational studies, etc.)

If necessary, list any special duties or skills required (Please be brief):
______________________________________________________________
______________________________________________________________
______________________________________________________________

NOTE BELOW THE NAME(S) OF STUDENTS YOU WISH TO HIRE (if known):
______________________________________________________________
______________________________________________________________
______________________________________________________________

REQUIRED FOR ALL REQUESTS:

Signature below certifies that this position has been approved for posting:

______________________________________________________________
______________________________________________________________

Area Representative Date
(Marla Miller- Admin/FOM, Cheryl Williams-Instruction/Library, and Tracy Smothers-Student Services)

Following is the work program funding source approval:

FWS (Federal work Study) ☐ SE (Institutional Funding) ☐ FWS/SE ☐

Special notes: __________________________________________________
______________________________________________________________
APPENDIX IX

Student Employee Evaluation

Student ___________________________ Quarter ___________________________
Job Title ___________________________ Department ___________________________

Immediate supervisors are encouraged to complete this report of student employee performance on a quarterly basis. Please retain a copy of this report for your office files. You may choose to send a copy to the Student Job Center should there be concerns that you would like to share. A careful evaluation of the student's work can function as a guide in determining a student's work assets or liabilities; serve as a basis for commendation; identify areas for improvement; or provide documentation for dismissal. Please indicate your evaluation of this student employee's performance in the following areas:

1. RELIABILITY
   [ ] Meets obligations under very little supervision
   [ ] Meets obligations under careful supervision
   [ ] Fails in meeting obligations under supervision

   Comments:

2. PUNCTUALITY
   [ ] Arrives on time
   [ ] Arrives late occasionally
   [ ] Arrives late frequently

   Comments:

3. ATTENDANCE
   [ ] Never or rarely misses work
   [ ] Is absent occasionally
   [ ] Is absent frequently

   Comments:

4. INTERPERSONAL RELATIONSHIPS
   [ ] Poised, courteous, tactful in working with people
   [ ] Gets along well with people
   [ ] Lacks understanding at times—seems indifferent
   [ ] Frequently rude and unfriendly

   Comments:

5. COOPERATION
   [ ] Cooperates eagerly and cheerfully
   [ ] Cooperates willingly when asked
   [ ] Cooperates reluctantly
   [ ] Uncooperative, antagonistic—hard to get along with

   Comments:

6. INITIATIVE
   [ ] Does more than assigned job willingly
   [ ] Does assigned job willingly
   [ ] Attempts to avoid work

   Comments:
7. QUALITY OF WORK
   [ ] Does neat, accurate work
   [ ] Does acceptable work
   [ ] Does almost no acceptable work

8. ABILITY TO FOLLOW INSTRUCTIONS
   [ ] Follows most instructions with little difficulty
   [ ] Follows instructions with difficulty
   [ ] Seems unable to follow instructions

9. PROGRESS
   [ ] Shows outstanding progress
   [ ] Shows progress
   [ ] Fails to do adequate job

10. APPEARANCE
    [ ] Neat and appropriately groomed
    [ ] Sometimes neglectful of appearance

11. What do you believe the student has learned from this period of work experience?

12. How would you rate the overall work performance of the student? (please check one)
    [ ] Excellent     [ ] Above Average     [ ] Satisfactory     [ ] Needs Improvement

13. Has the student been informed of possible areas of improvement? [ ] Yes [ ] No
    If so, is the student making an effort to improve? [ ] Yes [ ] No
    If not, what is your recommendation?

14. Additional comments:

Signature of Supervisor

Date

This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me. It does not necessary indicate that I agree with the evaluation.

Signature of Student

Date
Summary of the Satisfactory Academic Progress (SAP) Standards

Federal and state financial aid regulations require schools to set minimum standards for Satisfactory Academic Progress and to hold students accountable for meeting those standards. Satisfactory Academic Progress is checked prior to awarding aid, even if students did not receive financial aid in past quarters. It is also checked at the end of every quarter for which financial aid is received. **Satisfactory Academic Progress is measured two ways: 1) Qualitative and 2) Quantitative.** This document outlines the requirements for financial aid Satisfactory Academic Progress at Centralia College.

### Qualitative Measurements

All students receiving financial aid must be in good standing with the college and must maintain a minimum cumulative GPA of 2.0 or better. Students failing to meet this standard will be placed on “cancellation”.

### Quantitative Measurements

All students receiving financial aid must complete all courses they are enrolled in and awarded for. Failure to complete some or all classes may place a student on “warning” or “cancellation”.

#### Warning Status

A student will be considered on “warning” status if he/she completes greater than one-half, but less than the full credits for which they were awarded for the quarter.

#### Cancellation Status

A student is considered ineligible for future quarters if they complete less than one-half of the credits for which they were awarded for the quarter, or while on warning status the student fails to complete all credits enrolled in for that quarter. A student earning 0 credits, with a 0.0 will automatically be cancelled and most likely will have to repay financial aid funds they received.

<table>
<thead>
<tr>
<th>Quarter SAP Credit Requirement</th>
<th>Warning Status Requirement</th>
<th>Cancellation Status Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp; </td>
<td> </td>
<td> </td>
</tr>
<tr>
<td>0% - 66.99%</td>
<td>67% or greater</td>
<td>0% or greater</td>
</tr>
<tr>
<td>67% or greater</td>
<td> </td>
<td> </td>
</tr>
</tbody>
</table>
| *Progression is measured by dividing earned credits by attempted credits.*

#### Pace of Progression

Included under the Qualitative Measurements is the federal requirement to track **Pace of Progression.** This is a measurement of the maximum length of time a student is eligible for federal financial aid in order to complete their program of study. To meet the Pace of Progression a student must complete a minimum of 67% of attempted credits. This is calculated by dividing a student’s cumulative completed credits by cumulative attempted credits. Grades of “F” (incomplete), “Y” (course in progress), “N” (audit), “W” (official withdrawal on or before 35th class day), “WF” (official passing withdrawal after 35th class day), “WP” (official failing withdrawal after 35th class day) do not count as completed credits.

**Maximum Time Frame - Associate Degrees and Certificate Programs:**

Students will no longer be considered eligible for financial aid when the number of credits they have attempted equals 125% of the credits required for their degree, rounded down to the nearest whole credit. All attempted courses are counted, including incompleted, withdrawals, unofficial withdrawals, failed courses, audit classes, repeated courses, and transfer credits.

**Please note:** Washington State Need Grant (SNG) will not be awarded to any student who has attempted 125% or beyond of the credits required for their program, regardless of whether a time limit petition is approved.

Transfer credits and previous Centralia College credits (within last five years) will count toward the time limit requirement. The following courses do not count toward the time limit requirement: Basic Skills, ESL, non-credit courses and up to 45 credits of college prep (see Developmental Courses below).

#### Correspondence Courses:

If you are in a degree program of study (2 years), not more than 50% of your credit load per quarter can be correspondence and if you are in a one-year certificate program, correspondence courses do not count towards credits considered to establish your financial aid enrollment status. Regardless of your program of study, correspondence courses must be completed in ONE QUARTER (for example, if you register for a correspondence course in the fall, the SAP standards require that you must complete the course by the end of fall, even though the institution allows you two quarters to complete the class).

#### Developmental Courses:

For financial aid purposes, “for-credit developmental courses” are English, Math, Reading and Student Development courses which are below the 100 level. Developmental courses are included in GPA/qualitative and Pace of Progression/quantitative standards. A maximum of 45 for-credit developmental credits will be excluded from the maximum time-limit requirement.

#### Nursing Pre Requisite timeframe:

The nursing program has some specific financial aid timeframe rules. The nursing program includes two years (6 full time quarters) for its clinical portion of the program. Prior to the clinical portion of the nursing program are 57 credits of academic degree requirement courses. In addition to the six full-time quarters of clinical, financial aid can fund only those 57 required credits. Those classes required for your degree are: CHEM 121, ZOOL 251, ZOOL 252, HLVS 131 (if you are not already a certified NAC) ENGL 101, PSYC 200, BIOL 260, MATH 146, SPEE 110, SOC 101 OR ANTH 206, and 3 credits of Health and Fitness. A student can have their timeframe extended up to 45 credits for developmental courses. (see above definition)

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>REPAYMENT DATE (BI24)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2014</td>
<td>February 18, 2014</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>May 14, 2014</td>
</tr>
</tbody>
</table>

*Students who officially withdraw or stop attending all classes on or before this date may be required to repay a portion of the financial aid funds (see above).*

For information regarding the appeal process and the complete SAP Standards go to the forms section of the Financial Aid web page at [www.centralia.edu](http://www.centralia.edu).