



April 1, 2020

Dear Parents and Students,

Newman Catholic Schools is pleased to offer our high school students entering Grades 9-12 for 2020-2021 the opportunity to participate in a special summer work study program.

The NCS Work Study Program allows students an opportunity to earn a tuition credit of \$600.00, for each 2-week work study session completed. Students working both sessions may earn up to \$1,200. Tasks performed during the two sessions will focus on maintenance, janitorial and clerical. We have always been proud of our students and the great work they do to help us get ready for the upcoming school year.

Sessions	Dates	Earned Tuition Credit
#1	June 15-26, 2020	\$600.00
#2	July 13-24, 2020	\$600.00
	<b>Total potential credit:</b>	<b>\$1,200.00</b>

Students work 30 hours per week with a 45 minute “unpaid” lunch break and this experience is considered a “real” job. At the end of the calendar year, students receive a W-2 form for the \$600.00 work study tuition credit and NCS covers required employer withholding. Many students in the past have listed this job experience on college and other employment applications.

The process to apply is simple. Complete an application for each student in your family who is applying. Return the form to Newman Catholic High School Student Services office no later than **Wednesday, April 22, 2019.**

There are a limited number of work study positions available. Applications will be screened and students may be contacted for additional information or an interview. Students **must commit to the entire work study session** and are not excused for other NCHS activities. The school administrator will be consulted as a work reference. Students who are unable to attend work study during the scheduled session should not apply for work study. Due to timelines and budget constraints, NCHS will not be able to create flexible or partial schedules for students.

\*\*Students **MUST BE** 14 years old by the first day of the session. Work Permit must be on file if the student is under 16 years old.

Students will receive a letter confirming the status of their application by mid-May.



**Newman Catholic Schools**  
**Summer 2020 Work-Study Application**  
**Newman Catholic High School**

**Please print**

Student Name \_\_\_\_\_ Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Current Age \_\_\_\_\_  
(month) (day) (year)

Social Security Number \_\_\_\_\_ **(Mandatory - needed for Work Permit if under 16 years old)**

Name of Parent/Legal Guardian \_\_\_\_\_

What class will you enter at Newman Catholic High School in the fall of 2019?

\_\_\_\_\_ Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior

The following documents must be on file at the NCS Central Office to be eligible for consideration for financial assistance.

- Completed and accepted registration for 2020-21
- Course Selection form completed and on file at Newman Catholic High School.

The 2019 Work-Study Program will run during the following dates & times. Students **must commit to the entire 2-week session.** In the event of absences, awards are reduced **on a pro-rated basis.** Students work 8:30a.m.-3:00p.m. Monday- Friday. There are a limited number of work study positions available. Students will be selected based on the completion of all application materials and financial need.

Duties may vary based on daily needs and task goals per session. Students will be slotted as needed with tasks falling in areas of maintenance, janitorial and clerical. Students can choose to work one or both sessions.

Please check the session(s) most convenient for your student.

\_\_\_\_\_ Session I                      **June 15-26, 2020**                      **Assigned to general duties at NCHS**

\_\_\_\_\_ Session II                      **July 13-24, 2020**                      **Assigned to general duties at NCHS**

**PLEASE TURN OVER FOR MORE INFORMATION → →**

All work-study students receive compensation in the form of tuition credit for the 2020-2021 school year. No work-study student will receive direct wages for his/her work. All work is mainly performed at Newman Catholic Middle/ High School, although work may involve limited travel to another Newman location. Students are supervised by Mr. Steve Robison, NCS Facilities Manager, or his delegate. Students working for a parish will be supervised by a designated parish employee.

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I grant my son/daughter permission to participate in the NCS Work-Study Program. I understand that my child will be performing janitorial, maintenance, clerical or other work at Newman Catholic High School, or another location that is part of the NCS system. I also grant permission for my child to be transported to work sites off of the NCHS property. I will provide the necessary transportation of my child to and from NC MS/HS each day.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
Daytime Phone Number \_\_\_\_\_

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**Emergency Information:**

Daytime emergency contact in the event the school is unable to reach the parent/guardian:

Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Relationship to student \_\_\_\_\_

My child is taking the following medications: \_\_\_\_\_

Does your child have any severe allergies? If yes, please specify. \_\_\_\_\_

My child has the following special health need(s): \_\_\_\_\_

**Return application and general guidelines and expectations form to  
the Newman Catholic High School Student Services Office  
by Wednesday, April 22, 2020**



**Newman Catholic High School**  
**Summer Work-Study**  
**General Program Guidelines and Expectations**

**1. GENERAL WORK SCHEDULE**

8:30 a.m.	Work Begins
Noon – 12:45 p.m.	Lunch Break
3:00 p.m.	Clean Up and Work End

**2. RESPONSIBILITIES OF STUDENT WORKERS**

- a) Attend work assignment meeting at 8:30 a.m. each day
- b) Fulfill all tasks assigned to them. Tasks may include, but are not limited to, tasks such as moving desks, painting, and washing windows; at times lifting up to 25 lbs
- c) Use only allotted time for lunch break
- d) Take proper care of supplies, tools and equipment
- e) Remain focused on work assignment; refrain from using cellphones during work time
- f) Act in a professional manner at all times; being respectful of peers and supervisory team

**3. PROGRAM POLICIES**

- a) dress code:
  - ◆ jeans and shorts appropriate for work in a Catholic School environment (shorts should be modest)
  - ◆ tee shirts are acceptable (no midriff revealing shirts, tanks, or tee shirts with sides torn open)
  - ◆ shirts and comfortable shoes (no sandals) must be worn at all times...dress appropriately for painting
- b) snack and soda machines are available during the lunch break...No food, soda or snacks are allowed during working hours. Students are encouraged to bring a nutritious lunch.
- c) tardy/late to work:
  - ◆ being late more than 2 times will result in losing the tuition grant work study opportunity
  - ◆ all tardy/late comers must have an excuse in writing for that day, signed by a parent.
  - ◆ illnesses must be called in by the parent before the work day begins at 8:30 a.m.
  - ◆ Skipping work will result in immediate dismissal from the program and no tuition credit will be granted.
- d) work expectation:

Students are expected to work. Those who are not working or who are behaving inappropriately will be dismissed from the program and no tuition credit will be granted. Students are expected to commit to the entire work session. Students will not be excused for summer camps, driver's education, speed camp, etc. Dental and doctor and other appointments should be made outside of the work day.

**4. CLEAN UP**

- a) all supplies, materials and equipment must be returned to their proper places
- b) responsible for cleaning materials, such as mops, paint brushes, etc.

**\* SPECIAL NOTE:**

Work assignments outside of the maintenance department will follow the general guidelines above but may require different times, dress, expectations, etc. These requirements will be determined by the individual supervisor at each location.

I understand and will honor the guidelines for the Summer Work-Study Program to be held at Newman Catholic High School and other locations hosting work-study students.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_