

WILMINGTON UNIVERSITY
UNIVERSITY WORK-STUDY COMMUNITY SERVICE PROGRAM
FEDERAL UNIVERSITY WORK-STUDY PROGRAM OFF-CAMPUS
AGREEMENT

Date of Agreement: **Insert Date**

This agreement is entered into between Wilmington University, hereinafter known as the “Institution” and **(insert company)**, hereinafter known as the “Organization”, a private nonprofit organization, for the purpose of providing work to student(s) eligible for the College Work-Study program (CWS).

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

Transportation for the student(s) to and from their work assignments will not be provided by either the institution or the organization.

The institution is considered the employer for purposes of this agreement. It has the ultimate right to control and direct the services of the student(S) for the organization. It also has the responsibility to determine whether the student(s) meets the eligibility requirements for employment under the College Work-Study program, to assign student(s) to work for the organization, and to determine that the student(s) does perform his/her work in fact. The organization’s right is limited to direction of the details and means by which the result is to be accomplished.

Compensation of the student(s) for work performed on a project under this agreement will be disbursed and all payments due as an employer’s contribution under State or local workers’ compensation laws, or under other applicable laws, will be made by the institution.

At times agreed upon in writing, the organization will pay to the institution an amount calculated to cover the organization’s share of the compensation of the student(S) employed under this agreement.

Time reports indicating the total hours worked each week in clock sequence and containing the supervisor’s certification as to the accuracy of the hours reported.

It is understood that the signing of this agreement by the institution and the organization to commence employment of the eligible student(s) effective with the date herein above written.

This agreement is entered into by the following parties:

INSTITUTION: Wilmington University
320 N. DuPont Highway
New Castle, DE 19720
(302) 356-6950

By: _____
Signature Date

ORGANIZATION:
Address:

By: _____
Supervisor Signature Date

Position Title

Email

(Per Part 675.22. Federal Work-Study Program and Job Location and Development Program)

Off-Campus Agreement Effective Dates:

Effective contract dates: Start and end dates

Total Percent of Student(s) Compensation that Organization is responsible for: 0

Average Hours per Week: 20

Students Job Description

Position Title: _____

Duties: _____