

**Kentucky Higher Education Assistance Authority
KHEAA Work-Study Program
Alternate Student Employment Agreement**

The parties, being _____
(hereafter known as "Institution") and _____
SSN _____ - _____ - _____, (hereafter known as "Student") are agreed as follows:

The Institution agrees to advise the Student of his/her rights and responsibilities under the KHEAA Work-Study Program and to reimburse a participating employer for wages earned by the Student under said program to the extent of \$2.00 per hour for each hour actually worked by the Student for so long as the Student complies with the terms of this agreement.

In consideration of this promise by the Institution, the Student agrees to:

- 1) Fulfill all employment obligations set by the participating employer.
- 2) Continuously meet all eligibility criteria established for participation in the KHEAA Work-Study Program.
- 3) Notify the Institution of any changes which may affect the Student's continued eligibility to participate in the KHEAA Work-Study Program.
- 4) Save and use those funds earned under the KHEAA Work-Study Program during this alternate period **solely** for the purpose of meeting the cost of education for the next regular school term except for expenses directly related to this employment in the amount of \$_____ which are allowed weekly for room and board.
- 5) Enroll in the Institution for full-time attendance during the next regular school term beginning _____, _____.

The parties further agree that the terms and conditions set forth in this agreement are to be construed in accordance with the KHEAA Work-Study Program Manual, incorporated herein by reference. The Institution will make said manual available to the Student for inspection at the request of the Student.

The parties agree that any dispute pertaining to the Student's participation in the KHEAA Work-Study Program shall be resolved through the established appeal process (described more fully in the Program Manual incorporated herein by reference). The decision resulting from said appeal process shall be binding on both parties, absent errors of law and procedure.

_____ Institution	_____ Student Signature
_____ KWSP Officer	_____ Date
_____ Signature	
_____ Date	