



# PAUL QUINN COLLEGE

## Work Program Office

Adams Administration Building, Suite 206  
3837 Simpson Stuart Road · Dallas, TX 75241 · 214-379-5517

### PAUL QUINN COLLEGE CORPORATE WORK PROGRAM ENROLLMENT AGREEMENT

By enrolling at Paul Quinn College and electing to live on-campus, a student is required to participate in the Paul Quinn College Work Program ("Work Program"). When a student is deemed as "ready," they are selected to participate in the Corporate Work Program, the off-campus portion of the Work Program. As a Corporate Work Program participant, a student agrees to:

- Complete all of the required number of work hours each year s/he is enrolled in the Work Program; \_\_\_\_\_ (Initial)
- Work at least sixteen (16) hours each week and to work no more than twenty (20) hours a week without prior approval from the Work Program Office; \_\_\_\_\_ (Initial)
- Attend at least three (3) professional development work shops hosted by the Office of Personal and Career Development each semester; \_\_\_\_\_ (Initial)
- Submit a *Weekly Report* every other week regarding their off-campus work placement; \_\_\_\_\_ (Initial)
- Arrange a work schedule with his/her supervisor, adhere to that work schedule and secure approval for absences from work well in advance of those absences (Complete "Corporate Work Schedule Document"); \_\_\_\_\_ (Initial)
- Participate in a one (1) week work trial period to determine the appropriate work schedule and finalize any work expectations or responsibilities; \_\_\_\_\_ (Initial)
- Accurately and honestly document the number hours worked by utilizing college-approved time management systems; \_\_\_\_\_ (Initial)
- Strive to fulfill **all** of the responsibilities and meet all of the expectations associated with his/her work assignments to the best of his/her ability; \_\_\_\_\_ (Initial)
- Comply with all policies and procedures of the Work Program as defined in the program guidelines and all other verbal and written policy statements; \_\_\_\_\_ (Initial)

By signing below I, \_\_\_\_\_, understand and agree to the conditions set forth in this agreement. I am aware that failure to adhere to the requirements listed above will result in disciplinary actions including, but not limited to:

- Work Program Probation and the withholding of cash payments until my tuition assistance grant is earned in full;
- Work Program Suspension and removal from on-campus housing;
- Forfeiture of any future institutional aid, including Work Program tuition assistance grants;
- Payment in full of any balance owed to the college; and
- Withdrawal from the college.

I am also aware that this signed agreement will remain in effect for the duration of my enrollment at Paul Quinn College and that a copy will be placed in my student work record file.

Student Printed Name: \_\_\_\_\_

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

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