



## ASA COLLEGE FEDERAL WORK STUDY STUDENT DISCLAIMER

Congratulations! You have been selected to work as a federal work study (FWS) student. Working as a FWS student is a privilege that will give you an opportunity to learn in a work environment as you prepare for your career after graduation from ASA College. As a FWS student, you are a representative of ASA College and are expected to behave as an example for other students. Following are some codes of conduct you must follow in order to continue your participation in the FWS program at ASA College.

FIRST, you must follow all codes of conduct for all students listed in the ASA College Student Handbook, the violation of which may lead to consequences including suspension or dismissal from the College. If you are in violation of any of these codes of conduct, you will be terminated from the FWS program before other consequences are enacted.

SECOND, your supervisor may terminate you at any time for unlawful activities, unsatisfactory job performance and/or insubordination while in the workplace. If you are terminated from one department, you are terminated from the FWS program at ASA College. You cannot be employed by another department as a FWS student.

Reasons for termination may include, but are not limited to:

- Abuse or destruction of or unauthorized removal of college property or the property of other members of the college community. Setting off the fire alarm without good cause. Using another student's or staff person's computer ID.
- Disrupting the classroom, e.g. by being argumentative, talking or interrupting when the instructor or another student is talking, reading non-subject related material or trying to provoke other students.
- Possession, use or sale of weapons, ammunition, combustibles, fireworks, explosive devices or any other substance designed to harm or incapacitate.
- Being under the influence of alcohol or using, selling, possessing or distributing drugs or other illicit substances while on campus.
- Engaging in sexual harassment or sexual assault.
- Behaving inappropriately on any of the college premises. This includes acting violently and employing physical or verbal abuse or using profanity in any form or any behavior that may be offensive to others, e.g. using offensive language, inappropriate gestures, fighting, yelling, being rude, and insubordination.
- Using computers and telephones for personal use while in the workplace. You should not do class work during scheduled work time. Socializing with friends while at work is prohibited.
- Disregarding the dress code set by your workplace.
- Excessive lateness or absenteeism from work, which will be defined as being more than 30 minutes late or absent 3 or more times in a 30 day period. Failure to report an absence could result in termination.
- Violation of confidentiality, which includes tampering with or wrongful use of information such as, but not limited to: student grades, social security numbers, phone numbers and addresses.
- Forgery of time sheets or any other documents will result in immediate termination and possible prosecution.

THIRD, you must obey the regulations set forth by the ASA College FWS program. Some of those are:

- Grade Point Average You must maintain a cumulative grade point average of 2.5 in order to qualify and maintain eligibility for the ASA College FWS program.
- Hours you are eligible to work a maximum of 20 hours per week, as agreed with your supervisor, and not at any time that you are registered for class. You are eligible to work during semester breaks. If you work 6 hours and over, you must take a 30 minute break. If you work 7 hours, you must take an hour break. Your supervisor is not required to give you any other breaks.

I have read and understood the above policies and procedures and agree to abide by them as a condition to my participation in the FWS program at ASA College. If I have any questions about them, I should consult my supervisor or the Financial Aid College Work Study Coordinator. I also understand that proper conduct expected of me will not be limited to the above-mentioned stipulations. I agree to abide by the policies and procedures contained in the ASA College Student Handbook.

FWS Employee Name (Print): \_\_\_\_\_  
(Last, First, Middle Initial)

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

You may wish to keep a copy of this form for your personal records.

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