

WORK STUDY POLICIES

Intent

Work-study may be granted as part of Mount de Chantal's financial aid program to qualified students in the Secondary Program (grades 9-12 only). It is our intention that work-study programs not only assist in reducing a financial obligation, but also provide meaningful work experience to the student and the school.

Policy

Work-study obligations will be defined as part of the student's overall financial aid package. Work-study assignments will be made in one of the following areas:

1) *Administrative/clerical*

This can include data processing and entry, assisting in school mailings, copying, collating, or other tasks as assigned by the school office.

2) *Receptionist*

The student will learn to operate the switchboard in a professional manner and will be responsible for answering calls, relaying messages, and other light clerical duties as assigned.

3) *School Ambassador*

Students will function as school representatives at school functions; conduct tours for prospective students/parents, act as ushers or guides for concerts and performances. It is mandatory that every work-study student be available for assignments during Alumnae Weekend, the last weekend in April.

4) *General Duties*

Students will be assigned to general tasks as required which may include baby-sitting, hosting or serving at Mount dinners or receptions, assisting administrative supervisors, monitoring lower school games and activities, etc....

5) *Special Assignments*

Students who demonstrate particular aptitude in writing, computer skills, or other organizational skills may request a special assignment within the school's administrative departments. The student must discuss their desire for such an assignment with the appropriate supervisor, who will work with them to develop a job description. The supervisor will be responsible for gaining approval of the assignment from the work-study coordinator.

Students can apply for work-study assignments within any of the five areas outlined. However, Mount de Chantal reserves the right to make all assignments based on the student's ability, attitude, and the needs of the school.

Training

Students accepted for work-study assignments will be receive training and/or instruction. This could include familiarization with equipment, software, rules and regulations, or other issues that affect the student's ability to perform their job as assigned.

Reporting and Compensation

Work-study requests are posted on the Main Message Board. Students must report to work-study as assigned unless the supervisor has authorized a schedule change. Student is responsible for completing and turning in Time Sheet. If student is absent on the day of a work-study assignment, she is responsible for notifying supervisor before 9:00 a.m. If student is unable to perform the assignment, she is responsible for finding a replacement. Failure to report for an assignment without an acceptable reason will result in a detention. In addition, failure to report on three occasions without approval of the supervisor will result in dismissal from the work-study program. Work-study hours not completed due to dismissal from the program or failure to complete assigned hours will be billed as tuition due. Work performed for community service will not count toward work-study hours.