COMMUNITY WORK STUDY @ ROCKHURST UNIVERSITY

Verification of Work Form

Please keep track of the time you work at your CWS site. In order to be paid, you must ask your supervisor to sign this form each month that you work and then submit this form to a CWS administrator along with your completed time card. The CWS administrator will sign your time card, seal it in an envelope and then return it to you to take to Financial Aid. It is your responsibility to initiate this process each month and to keep up with the process on a monthly basis – you may not "save up" your pay checks until the end of the semester or academic year.

Rockhurst Student Information

NAME	
ORGANIZATION / SCHOOL	
MONTH	
MAIN ACTIVITY	

DATE	HOURS WORKED		DATE	HOURS WORKED
			TOTAL HOURS	

COMPLETION SIGNATURES

_____ Date:_____

CWS Student

_____ Date:_____

CWS Supervisor