



Summer, 2018

Dear Parents and Guardians:


Several years ago, we instituted a work-study program where students could earn additional financial aid by cleaning classrooms after school. Due to the success of the program, we are making it available again for the 2018-2019 school year. Students are awarded \$8 per day that they clean. Generally, the students work approximately 40 to 45 minutes per day. Their tuition accounts are credited with the aid at the end of the first and second semesters. Preference will be given to freshman and sophomore students since they usually cannot find jobs in the workplace.

Please keep in mind that since the work will consist of cleaning classrooms after school, participation in the program will be difficult if the student participates in a carpool or intends to be involved in athletics. Likewise, if the student is allergic to cleaning products, dust, etc., this would not be a good choice. Students chosen for the program are expected to perform their duties daily. Excessive absences will result in the student being dropped from the program.

If you are interested in having your daughter participate in the program, applications are available in the office. Completed applications are due back to the school by July 31. The applications will be reviewed and students will be notified in August if they have been selected for the program.

We realize that some families are experiencing financial difficulties and are happy to be able to offer this additional source of financial aid.

Sincerely,



Barbara Petrovich, Vice President
Finance, HR and Support Services

WORK-STUDY PROGRAM APPLICATION

Name _____ ID No. _____

Telephone Number _____ Email Address _____

Have you done any kind of work outside of your home? If "yes," what was it and what have you learned from the experience?

Why are you applying to participate in the work-study program?

Why should you be one of the students selected for the program?

The work associated with the program will be cleaning classrooms. This will include erasing the boards, sweeping the floor and arranging the desks on a daily basis. Once a week the bookshelves and windowsills are to be dusted and the desktops cleaned. The whiteboards are to be cleaned periodically as needed using a cleaner specifically for this purpose.

Are you able to perform these tasks? _____ Yes _____ No

Do you understand and agree that the amount of financial aid earned will be applied to your tuition account?

_____ Yes _____ No

Do you understand and agree that your job performance will be evaluated on a regular basis. If unsatisfactory and recommended steps for improvement are not taken, you may be dropped from the program. Also, excessive absences will cause you to be dropped from the program.

_____ Yes _____ No

The work will be performed after school—generally from 3:15 to approximately 4 pm. Are you able to work during this time?

_____ Yes _____ No

Please return this application to the office by July 31. Please sign below.

Student's Signature

Please have one of your parents sign below.

I have read this application and the letter that accompanied it and give my daughter permission to apply for the Work-Study Program at Resurrection College Prep High School.

Parent's Signature

Parent's Printed Name

Date