



# FORTIS COLLEGE

## Federal Work Study Off-Campus Organization Agreement

**This Agreement** is entered into between **Fortis College**, hereinafter referred to as the “College,” and **School District of Clay County**, hereafter known as the “Organization,” a **State** (Federal, State, or local public agency), (private nonprofit organization), for the purpose of providing work to students eligible for the Federal Work Study Program (FWS).

**The Organization agrees** to provide the College the following information before students begin work:

1. A brief description of the work to be performed by students under this Agreement.
2. The maximum number of students the Organization will employ.
3. The hourly rate of pay for the job performed.
4. The average number of hours per week each student will be employed.

**The College agrees** to make available to the Organization students to perform specific work assignments. Students may be removed from work on a particular assignment or from the Organization by the College, either on its own initiative or at the request of the Organization.

**The Organization agrees** that no student will be denied work or subjected to different treatment under this Agreement on the grounds of race, color, national origin, or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and the Regulations of the Department of Education which implement those Acts.

**For purposes of this Agreement**, the College is considered the employer. It has the ultimate right to control and direct the services of the students for the Organization. It also has the responsibility to determine whether the students meet the eligibility requirements for employment under the Federal Work Study Program, to assign students to work for the Organization, and to determine that the students do perform their work in fact. The Organization’s right is limited to direction of the details and means by which the result is to be accomplished.

**Compensation** of students for work performed under this agreement will be disbursed, and all payment due as an employer’s contribution under State or local workers’ compensation laws, under Federal or State social security laws, or under the applicable laws, will be made by the College.

**Time Sheets** indicating the total hours worked per pay period (the 15<sup>th</sup> and final day of each month) in clock time sequence and containing the supervisor’s certification as to the accuracy of the hours reported will be provided by the Organization. Documentary evidence that student received payment for their work will be maintained by the College.

*Dated this* \_\_\_\_ *day of* \_\_\_\_\_, 2013

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*By:* \_\_\_\_\_  
*Name*

*By:* \_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Fortis College*

\_\_\_\_\_  
*Organization*