

WORK STUDY STUDENTS:
READ, SIGN, AND DO.

PLEASE MAKE A **COPY** OF EACH TIME SHEET BEFORE YOU TAKE IT TO FINANCIAL AID.

GIVE YOURSELF TIME TO REVIEW BEFORE GIVING TIME SHEET TO THE STAFF.

GIVE THE STAFF TIME TO REVIEW. STAFF'S REVIEW IS AT **THEIR TIME** NOT YOUR TIME.

GIVE YOURSELF PLENTY OF TIME TO COMPLETE THIS TASK.

DO NOT WAIT UNTIL IT IS DUE TO PRESENT THE TIME SHEET TO THE STAFF.

PLEASE SIGN AND DATE BELOW.