

# **APPLY WORK STUDY & CAMPUS EMPLOYMENT TO STUDENT ACCOUNT**

**PLEASE read carefully: this is very important policy regarding your  
Federal Work Study/Campus Employment.**

Federal Work Study and Campus Employment are awarded to qualified students to offer them the opportunity to earn money to assist with educational expenses incurred during the academic year.

## **STUDENT ACCOUNT APPLICATION AUTHORIZATION**

I authorize Catawba College to apply my Federal Work Study or Campus Employment earnings to my student account at Catawba College to satisfy current year charges for tuition and fees, room, board, and other educationally related charges incurred by me as a student while attending Catawba College. I understand that any balance remaining on my student account at the end of the current academic year is due immediately and I accept my financial responsibility. **I also understand that any changes to this authorization must be made in writing in the Catawba College Business Office and a two-week notice is required.** Any changes resulting in a balance will be ***due immediately***. This authorization is to remain in full force for the entire academic year and in effect until Catawba College has received written notification from me of its termination.

### **Student Account Effects**

A tentative credit will be placed on your student account balance based on your unearned pay. At the end of the Spring Semester (or if your Authorization ends before that time), a bill will go out if a balance is incurred due to unearned pay. **NOTE: There could be a balance incurred from taxes, as this is deducted monthly from your pay.** During the end of the fall semester, a review of all paid and unpaid hours will be conducted; if no or very little work (under \$100) has been applied, the Authorization is subject to removal and a new bill mailed out. An Authorization will not be placed back on the account until proof of future work has been authorized.

### **How to void this Authorization:**

To VOID your Authorization from being applied directly to your student account, there is a form you MUST complete. This can be filled out in the Business Office, at which time they will review your account with you. If the Authorization is no longer on the account or a Work Study Check is not applied to the student account and a balance is present, it is due immediately. A bill will also go out to show the change on the student account. This balance could result in denial of transcripts, a HOLD on registration and even withholding your diploma (if graduating).

**IMPORTANT:** If you do not apply these checks to your student account, your total balance is due in full at the respected due dates.

THIS IS AN AUTHORIZATION THAT YOU WILL BE SIGNING AND ACCEPTING ON YOUR CATLINK. BY ACCEPTING THESE TERMS YOU AGREE AND UNDERSTAND ALL THE ABOVE POLICIES AND PROCEDURES. I ALSO ACCEPT ANY FINANCIAL RESPONSIBILITY FROM THE WORK STUDY/CAMPUS EMPLOYMENT AUTHORIZATION. BY NOT SIGNING THE AUTHORIZATION YOU ARE AGREEING TO PAY ANY BALANCE ON YOUR STUDENT ACCOUNT ON THE REQUIRED DUE DATES.

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