

July 27, 2010

To: Parents and Guardians

Fr: Brother Carl

Re: Work Study Program at La Salle Institute during the year

Our summer work study program has been a tremendous success. Having students do a significant portion of the light maintenance offsets some of their tuition expense and significantly reduces our overall maintenance costs. Students in the work study program receive an \$8/hr tuition credit for their completed work. Student hours are tracked and the credit applied at the end of each period. All students receiving significant financial aid (over \$3,000) are asked to sign up for one of the work study periods. The first 10 hours will represent their contribution towards their financial assistance; additional hours are encouraged but not required. Any additional hours will reduce their family's tuition costs. Like any job, students will be held accountable for their work performance.

All students whether on financial aid or not can apply to be part of the work study program. If you are interested please complete the application and submit it to Sue Testo by Friday, August 13th. Working papers are not needed and age is not a factor for the work outlined below.

Work Study during the School Year:

Ten students for each session, a student may sign up for more than one session. Sessions are structured to accommodate students involved in sports. Accommodation will be made for students unable to come on a specific day. Pay will be an \$8/hr tuition credit. Student work takes place from 2:30 – 4:00 each day after school. Some students may be able to do their work before school. Additional hours will be available during winter break, the end of June or on special occasions. Seniors will not be assigned in the April 25 – June 10 period.

Work Groups (based on sports seasons)	Approximate Days	Estimated Tuition Credit
Sept 8 – Nov 5	46 days	492
Nov 8 - Jan 21	41 days	552
Jan 24 – March 4	25 days	300
March 7 - April 15	28 days	456
April 25 – June 10	33 days	396

Important Dates:

Winter Sports Start on Nov. 8th; Spring Sports Start on March 7th

Accommodations will be made for Band, JROTC and the Ireland Trip.

Type of work involved: Glass/Window/door cleaning with Windex; General Dusting, vacuuming, waste paper baskets, wet mop areas, dust mop , sweeping and cleaning dry erase boards

Work Study Application Form 2010 - 2011

Student Name: _____ Grade: _____

Phone Number: _____

To sign up for the work study program, please complete the form and return it to Ms. Sue Testo at La Salle by Friday, August 13th. You may also email the form to stesto@lasalleinstitute.org. A copy of the form is on the La Salle Institute web site. For each time indicate one of the following choices. (A choice can be used more than once.)

1 - first choice, 2 - second choice, N not available, A available, U not sure

Work Study during the school year:

Work Groups Times (based on sports seasons)	Approximate Days	Estimated Tuition Credit	Interest
Sept 8 – Nov 5	46 days	492	
Nov 8 - Jan 21	41 days	552	
Jan 24 – March 4	25 days	300	
March 7 - April 15	28 days	456	
April 25 – June 10	33 days	396	

Check if you would like to be included in more than one work group period.

___ I would like to be considered for more than one work group time period.

Important Dates:

Winter Sports Start on Nov. 8th; Spring Sports Start on March 7th

Accommodations will be made for Band, JROTC and the Ireland Trip.

Please list any special considerations on the back. Students who signed up at the end of the school year will have preference, but still need to complete this form. Estimated Tuition credit is base on \$8/hr and 1 ½ hours per day.

Parent/Guardian(Print): _____

Parent/Guardian (Signature): _____ Date: _____

(Please return this form to the main office by Friday, August 13th. You may also email the dates you are interested in to stesto@lasalleinstitute.org.)

- Students receiving significant financial aid (over \$3,000) need to indicate a period in which they will make their 10 day contribution. If you do not wish to receive tuition credit by working additional days please indicate that on the back of this sheet. Other work study opportunities will be available if transportation or other responsibilities make it difficult to sign up.