



WPI

Community Service Work Study Completion Form

Complete all the sections below and upload into Work Day with your hours no more than two weeks after Community Service work is complete.

Student Name	Last:	First:
---------------------	--------------	---------------

Student WPI ID	Class Year: (ex 2023)
-----------------------	------------------------------

Company Name:	
----------------------	--

Company Address	
------------------------	--

Company Address	
------------------------	--

City, State Zip	
------------------------	--

Name of Supervisor	
---------------------------	--

Title:	Phone ()	-
---------------	-----------------------	----------

Date(s) & Hours Community Service work was performed	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date

Signature of Community Service Supervisor:

By signing this form you are indicating that the student listed above worked the hours listed at your

General description of work that was performed

By signing this form I understand that I will only be paid for a maximum of 15 hours of community service (unless I'm employed in a full time community service position designated by the Student Activities Office). Any hours worked in community service beyond the 15 hours will be considered my own personal volunteer time given to the organization.

I understand this form must be signed on the day of service completion.

I also understand that if the completion form is not turned in within 2 weeks of the date of the work hours listed above I will not be paid for these hours and they will not be counted toward my 15 hours of community service. All hours must be completed by 5:00 pm est. on the last day of D term. Any hours completed after this will not be paid or count towards your required 15 hours of service.

Signature of Student:	Date:
------------------------------	--------------

DO NOT WRITE BELOW THIS LINE - TO BE COMPLETED BY WPI OFFICE OF FINANCIAL AID

Approval Decision		Approved	Denied: (if denied provide a brief description for reason)
--------------------------	--	-----------------	---

Signature of FA Official:	Date:
----------------------------------	--------------

