

Name of organization: _____

Address: _____

City: _____ State: _____ Zip: _____

This agreement is entered into between *College of the Holy Cross*, hereinafter known as the "Institution," and _____, hereinafter known as the "Organization," a (federal, state, or local public agency), (private nonprofit organization), (strike one) for the purpose of providing work to students eligible for the Federal Work-Study (FWS) Program.

Authorized officials from the organization and institution must set forth the following:

- Brief description of the work to be performed by the students under this agreement
- The average number of hours per week a student will work
- The length of time the project is expected to run

The institution will inform the organization of the maximum number of hours per week a student may work.

Students will be made available to the organization by the institution to perform specific work assignments. Students may be removed from work on a particular assignment or from the organization by the institution, 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 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education that implement those acts.

The institution is considered the employer for purposes of this agreement. It has the responsibilities 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 the students do, in fact, perform their work.

Compensation of students for work performed on a project under this arrangement will be disbursed—and all payments due as an employer's contribution under state or local workers' compensation laws, under federal or state Social Security laws, or under other applicable laws—will be made by the institution. Under this agreement, the organization will furnish to the institution for each payroll period an off-campus time sheet indicating the total hours worked each week in clock time sequence and containing the supervisor's certification as to the accuracy of the hours reported.

Organization and its officers, managers, employees and contractors shall not discriminate or harass any student of the institution on the basis of sex, sexual orientation, gender identity, pregnancy, marital or parental status, religion, race, national origin, ethnicity, disability, veteran's status or any other

