



ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

St. Ursula Academy
2026-2027
Student Work Program

**This contract/application must
be complete before acceptance into
the SUA student work program.**

Terms & Conditions of Acceptance into the Student Work Program (SWP) at St. Ursula Academy

I. Placements:

- A. SWP has a finite number of positions.
- B. Students may be placed in one-term slot, student may be considered for more if available.
- C. Students will be placed in one of the following slots based on conditions stipulated in this document:
 - 1. One-term PM slot
 - a. Student will work one hour every day of the term.
 - b. Shift will begin five minutes after the end of the school day. (Work 3:05-4:05 P.M. for a 3:00 dismissal, adjust accordingly for early dismissal.)
- D. The slots will be filled, one slot per accepted applicant, until the pool is exhausted and/or all available slots are filled.
- E. Students are to select a slot based on their **commitment to make the SWP their number one priority during the hours for which they have signed up.** If students are in a sport or major extracurricular activity, they should not sign up for the SWP in those terms. Please refer to the chart in Appendix A for a listing of extracurricular activities and the term(s) a student should avoid if participating.

II. Filling Positions and Tuition Assistance

- A. Positions will be filled based on a first come first serve basis.
- B. Tuition assistance will be awarded to students based on the following:
 - 1. \$675 credited toward tuition
- C. All tuition assistance will be credited to the student's tuition statement for the current academic year upon completion of the contract.

III. Attendance for Term Placements

- A. Each student will be required to work every day of the term.
 - 1. A student worker will sign in and out every single shift she works.
 - 2. Attendance will be monitored by the SWP supervisor.
- B. If a student has an excused absence from school, her absence from student work will be excused. However, if excused absences become excessive, the student's tuition credit may be adjusted to reflect days not worked.
- C. The student will not be penalized for the school's use of calamity days (snow days).
- D. On early dismissal days, the student is required to work. The start will be adjusted according to the early dismissal.

- E. **Another school function (including school-issued detention, make-up exams/quizzes, athletic conditioning or practices, school musical practice, club meeting/event, etc.) does not provide an exception to the SWP attendance policy.**

IV. Training/Safety

- A. Students will be supervised by a member of the SUA staff. The student worker is expected to treat this staff member with respect, following all rules and guidelines in her SUA student handbook.
- B. Safety is of major importance in the SWP.
- C. All students must adhere to the guidelines of their training and all safety aspects of jobs they are given.
- D. Any deviation from training, violation of safety rules, violation of school rules, or disregard for the safety of others may result in immediate termination from the SWP.

V. Renewal in the SWP

- A. It is expected that all students in the SWP will work hard, follow rules and show respect to their supervisor. If the supervisor deems a student's performance to be unacceptable, the student may be terminated from the program and/or not allowed to continue in the program in future years.

VI. Communication

- A. All SWP communication from supervisors will come via email.
- B. Please provide the parent email address to be used for correspondence.



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PLEASE PRINT CLEARLY AND FILL OUT APPLICATION/CONTRACT COMPLETELY

Student's Name _____ Grade next year _____

Parent/Guardian's Name _____

Parent/Guardian's Phone Number _____

Address _____ City _____ State _____

Parent/Guardian's Email Address _____

*Please note – most student work communication is via email so please provide an email address that is frequently checked.

I have read this document completely and would like my daughter to be considered for acceptance in the Student Work Program (SWP) at St. Ursula Academy. Both my daughter and I understand the rules that apply and must be followed for her to participate. Further, both my daughter and I understand the consequences of failure to comply with the rules outlined in this document.

Student Signature

Date

Parent/Guardian Signature

Date

Please return the complete application and APPENDIX A (worksheet for placement) to the Main Office. Spots are filled on a first-come, first-serve basis, no applications will be accepted after **July 30, 2026**.

If you have any questions, please contact the Director of Finance at 419.329.2204.

APPENDIX A: INTEREST WORKSHEET FOR PLACEMENT

Student Name: _____

If you are participating in any of the activities below, do NOT sign up for the indicated terms of student work as there will be conflict.

Activity	Term 1 PM	Term 2 PM	Term 3 PM	Term 4 PM
Dance Team	No	No	No	No
Musical		No	No	
Crew	No		No	No
Golf	No			
Soccer	No			
Cross Country	No			
Tennis	No			
Volleyball	No			
Basketball		No	No	
Swimming/Diving		No	No	
Gymnastics		No	No	
Softball			No	
Track			No	No
Lacrosse			No	No

1. Please list your placement preference
 - a. Primary Placement
 - 1.
 - 2.
 - 3.
 - 4.