

REGULATIONS

EARN & STUDY PROGRAMME

SEMESTERS I & II, 2009/2010

The following are the requirements and conditions of work for the students on the Semester employment 2009/2010 Programme:

1. Time Report Forms are to be submitted by 12:00 Noon on the Monday following the fortnight in which work was done.
2. Cheques for payment are prepared and ready for dispatch on the Friday of the week following submission of the claims and should be collected at the Accounts Receivables Section - downstairs of the Main Administration Building.
3. The Supervisor's or Head of Department's signature must verify corrections and changes made on the Time Report form and **NOT THE STUDENT'S SIGNATURE.**
4. Students are normally allowed to work up to (24) hours per fortnight.
5. Student will be paid at a rate of One Hundred and Eighty Dollars (\$180.00) per hour.
6. Names must be clearly written (Christian name first followed by Surname name).
7. Duration of the Semesters Employment 2009/2010

Semester 1 - **October 05 – November 27, 2009**
Semester 2 - **January 11 – April 17, 2010**

Mission Statement To provide service of the highest quality to students, staff and other stakeholders in order to facilitate learning and to engender goodwill towards the University.