

## STUDENT WORK PROGRAM

Each school year, Mercy Academy provides the opportunity for 44 students to be a part of our Student Work Program. Through the financial aid application process, students can apply for the work program to provide additional tuition assistance, beyond what we award for financial aid. Working for one semester can provide additional tuition reduction.

Those students chosen to work on the program must be available each day from 2:40 to 3:40 p.m. On special schedule days, they must simply work for one hour. It is the student's responsibility to make certain that transportation is available at 3:40 or thereafter.

Our program is managed by our housekeeper. She is great with the girls and together they keep our school building wonderful! We will assign twenty-two (22) girls to work under the housekeeper's supervision each semester. Some on-the-job training occurs but basically the tasks are relatively easy and include such things as dusting, vacuuming, dust-mopping, cleaning boards and emptying trash.

In order for this program to be successful, we require consistent attendance each day. Students must take this job as seriously as they would any other type of employment. If a student misses more than 5 days for sickness or other reasons, her position may be given to another student. One exception we make, however, is to allow the students to attend up to three (3) club/activities per month. These must be worked out in advance to allow for time finding a substitute for that day.

If you are interested in this program, please complete the attached Student Work Program application form and return to Mercy Academy.

