



# Academic Service Scholarship Time Report

All time reports must be turned in to the Financial Aid Office on the 15th of each month with the student's and the Supervisor's signature.

- No student should work when the campus is officially closed and during scheduled holidays.
- All time reported should be rounded to the nearest quarter hour (e.g. 3:05 p.m. or before would be 3:00 p.m. and 3:10 p.m. or after would be 3:15 p.m.)

Student's Name: \_\_\_\_\_ Student ID: N \_\_\_\_\_

Time Period - Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ (turn in 15th of month)

Week	Show weekly Dates (Monday - Saturday)	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total Hours per Week
		In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	
1														
2														
3														
4														
5	(partial week)													
Total Hours Worked														

I hereby certify the above is a true statement of the hours worked by the student listed.

- Excellent
- Above Average
- Average
- Poor
- Unsatisfactory

Required Number of Hours Per Semester	75
Total Number of Hours Worked To Date	-
Remaining Number of Hours To Work	

Comments: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_