**Contract Example**

Fall 2024 Stipend Contract

I,\_\_\_\_\_\_\_\_\_\_\_, agree to participate in the Fall 2024 Assistant program offered by \_\_\_\_\_\_\_\_\_\_\_\_.

Beginning:

Ending:

I accept responsibility for fulfilling my commitment and expectations as a participant in the program for the duration of the agreed upon period and I understand that expectations include the following:

1. Assistant will work an average of \_\_\_\_\_\_/week.
2. Assistant will accurately track and maintain hours on My Time.
3. Assistant will communicate with the supervisor and will notify the supervisor of any personal emergencies that will require them to be absent from their duties.
4. Assistant will be responsible for the following duties:

As an assistant, I will receive a $\_\_\_\_\_\_\_\_\_stipend in return for my participation in the program. This amount will be in biweekly increments of $\_\_\_\_\_\_\_\_\_\_.

I understand that failure to adhere to these expectations will result in the forfeiture or reimbursement of the stipend awarded to me. I acknowledge that it is necessary that I fully engage in every aspect of this program.

**Student Information**

**Printed Name:**

**Signature:**

**Date:**

**Program Manager**

**Printed Name:**

Signature:

Date: