

Name \_\_\_\_\_ Session and Year: \_\_\_\_\_

Phone Number \_\_\_\_\_ Date Received \_\_\_\_\_

### **Work-Study /Scholarship Program Application**

The Circus Juventas Work-Study/Scholarship Program (WS/S) is designed to help senior students (ages 13 and older). Therefore, this program will only be granted to the most dedicated students that:

1. Show professionalism in dress and attitude toward fellow students, coaches, and staff.
2. Promptly attend scheduled classes and assigned work-study times.
3. Participate in 2 hours of load-in and 2 hours of strike for all events and building rentals at C.J. (**mandatory**).

\* Students that do not exhibit the commitment and professionalism required for the Work-Study Program may be promptly dismissed and may be ineligible in future sessions.\*

The Director(s) of Circus Juventas reserve the right to:

1. Determine if the student is eligible for work-study.
2. Limit the amount of work-study a student/family may receive.
3. Limit the type of work-study available to a student.

\* **The Director(s) must approve all coaches and assistant coaches.** \*

Procedures for work-study are:

1. This work-study application must accompany the session registration.
2. Work-study will be granted after the Director(s), Work Study Coordinator and the student have agreed upon the work-study assignment(s) and hours.
3. The amount of work-study scholarship will be calculated using the formula below.

To apply for work-study:

1. Calculate the amount of work-study hours requested using the worksheet below.
2. Attach a paragraph or two (at least 200 words, typed, double spaced) explaining:
  - a. Why your family needs financial assistance. (This should be written by the parent/guardian.)
  - b. What you hope to gain from these classes and this program. (This should be written by the student.)
3. Fill out the attached availability schedule to show when you have Circus Juventas classes **and** when you are available for doing work-study.

Work-study compensation:

The actual hours worked during a current session will determine the amount of a discount given for the following session; if the actual hours worked are less than the original agreed-upon total, the next session's discount will be decreased:

- 2 hours per week x 10 weeks = 20 hours
- 20 hours at \$7.00 per hour = \$140 off bill
- Actual hours worked = 16
- 16 actual hours x \$7.00 per hour = \$112 off next session's bill

### **Calculating Work-Study**

To calculate the number of work-study hours you need to commit to, use the following worksheet. No work-study credit will be given for more than 50% of the student's total tuition.

- 1) Enter the total tuition of the classes you are registered for this session. 1. \_\_\_\_\_
- 2) Enter your total payment (this is the amount you are able to pay for the session). 2. \_\_\_\_\_
- 3) Subtract line 2 from line 1. Show the amount on line 3. 3. \_\_\_\_\_  
This is the amount of requested assistance.
- 4) To determine the number of work-study hours you need this session:
  - a. Divide the amount on line 3 by \$7.00. This is your total work-study hours. 4a. \_\_\_\_\_
  - b. To determine the number of work-study hours needed per week, divide 4a by the number of weeks in the session. (Ask the Front Desk staff for this information.) 4b. \_\_\_\_\_

When you have rechecked your calculations, please read and sign below.

I understand the hours per week I am required to work. Also, I have read the Policies and Procedures for Work-Study. I (print full name) \_\_\_\_\_ am committing to fulfill my agreement, exhibit pride and professionalism in my dress and actions, and display appreciation for the trust Circus Juventas is placing in me by accepting me into this program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Policies and Procedures for the Work-Study/Scholarship Program**

### **Work-study Expectations:**

Your work-study hours are considered a job in which your paycheck is a reduced rate for the classes you take at CJ. Behavior during the work-study hours should reflect this professional agreement, and you are expected to act as an ambassador for CJ as you work through appropriate behavior, language, and dress. A pleasant attitude and willingness to cooperate with CJ staff is important when “on the clock” as a work-study student. During an assigned work-study hour, it is expected that the work-study student is working diligently throughout the entire hour; if one task is completed before the end of the hour, the student should seek out another assignment and so forth throughout the hour. If the student is found working less than the assigned hour, CJ staff has the right to subtract that hour from the student’s total hour worked for that week.

### **Check-in/Check-out Procedures:**

There will be a master copy of the work-study schedule at the front desk every week. You must pay attention to when you are assigned to be at CJ. This is your responsibility. When arriving at CJ, please find the master weekly copy of the schedule and:

1. Sign in with the Work-Study Notebook that is kept at the front counter. Ask a Front Desk staff person to initial you in. If the hour is not initialed by a staff person, it may not be counted toward your total hours for the week.
2. When your assigned hours and/or duties are finished, you must sign out. Sign in/out should occur at the top and end of each hour worked, not when you are arriving or leaving on the night when work-study hours will be worked at some point.

This is the only way to get credit for work-study time. These are the present procedures to assure fairness to all in the program.

**Do not leave CJ when you are done and expect credit to be given for work if your have not signed in and out.**

### **Professional Attire:**

Have pride and professionalism in what you are teaching. To teach a class or assist wearing jeans, cut-offs, (either pants or shirts), or “street-clothing” in not appropriate professional apparel. Work-study students cleaning or completing an assignment not related to teaching should dress appropriately for a workplace and a professional setting.

*What is appropriate clothing?*

1. Shirts - must be a Circus Juventas shirt with a machine CJ logo (CJ polo shirt, coach shirt or silk screened shirt.)
  - a. If you do not own one, please see the receptionist on duty.
  - b. If you forget one that you do own, please borrow one from someone or buy a new one. (Your shirt in the laundry is an excuse, but not a valid reason not to have it on at work.)
2. Pants - appropriate to the class you are teaching.
3. Footwear - appropriate to the class you are teaching.

### **Policy of “calling in sick”:**

If you are feeling ill and cannot make it to one or more of your assigned hours of work-study, and you are not a teacher or assistant teacher, you must call the CJ front desk and let the receptionist know a minimum of 5 hours in advance. If the phone is busy, you must leave a message and a phone number of where you can be reached. Each work-study student is allotted 3 excused absences per session. An excused absence is defined as a prearranged and approved absence at least 5 hours in advance due to illness or 48 hours in advance for viable schedule conflicts.

If you are scheduled to teach or assist in a class and will not be able to teach:

- a. YOU must find a substitute. The substitute must be certified to teach your class.
- b. You must contact the Front Desk with the substitute’s name and phone number **NO LESS THAN 48 HOURS** in advance.

**\*There will be no leniency with this.\***

Consequences of unexcused absences (an unexcused absence is defined as an absence without permission or prior notice, or the fourth absence after 3 excused absences):

1<sup>st</sup> Offense: Student will be given a verbal and written warning.

Student will make up the hour missed with two hours of work scheduled with CJ staff within two weeks of the absence.

2<sup>nd</sup> Offense: A letter will be sent home to the student’s parents noting:

- the delinquency of the student in their commitments,
- the possibility of the student being dropped from the W/S Program resulting in the loss of financial aid.

If the student is dropped, the outstanding portion of the tuition will need to be paid.

Student will pay CJ \$10.00 as well as two hours of make-up per each hour missed before student may return to ANY class of the session he/she is currently enrolled.

3<sup>rd</sup> Offense: The student will be dropped from the WS/S Program.

The outstanding portion of the tuition will need to be paid.

The student will be dropped from any classes left unpaid or any class of CJ staff choosing.

Circus Juventas is a performing arts circus school for children and youth. Its mission is to inspire artistry and self-confidence through a multi-cultural circus arts experience. The CJ staff wants to help. This program is a tool for further training in professionalism, circus arts, and as a professional in any field you commit to. If you have questions or needs, feel free to talk to the staff.

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Mark your class schedule and the hours that you want to do work-study. Please realize that you may have to come to the circus just to do work-study. It is not possible to arrange all the schedules so that work-study can be done before after or in between your classes.

Hours	Mon	Tue	Wed	Thurs	Fri	Hours	Sat
4 pm						9 am	
5 pm						10 am	
6:15 pm						11 am	
7:15 pm						12 am	
8:15 pm						1 pm	

Grade \_\_\_\_\_

School \_\_\_\_\_