



**COLORADO
COLLEGE**

Student Employment Handbook Acknowledgement

I acknowledge that I have read the Student Employment Handbook and understand it is my responsibility to comply with the policies contained within. I understand that failure to comply with the policies, rules, and procedure outlined in the Student Employment Handbook may result in the termination of my employment.

I also understand that as a student employee at Colorado College it is my responsibility to submit my student employment hiring paperwork before working any hours and to submit my timesheet before the payroll deadline. Failure to do so may result in the termination of my employment.

Finally, I understand that the policies, rules, and procedures described in the Student Employment Handbook are subject to change and may be revised at any time.

Please return a signed copy to the Student Employment and Communications Manager in the Office of Financial Aid and Student Employment located in the Spencer Center.

Student Signature

Date

Student Printed Name

Student ID #