

**IWORK Work/Study
Program Terms & Commitments**

Name	
BYUHID	
Semester	Winter 2020

Please read the below statements and initial appropriately.

<p>STUDY</p> 	<p>Students on the IWORK program are expected to maintain at least a 2.0 cumulative GPA and complete at least 12 credits in the Fall and Winter semesters, and 8 credits each Spring term.</p> <p>There are many resources at BYU-Hawaii which students may utilize in order to help them develop good study habits and to be successful in their academic pursuits. We encourage all IWORK students to take advantage of these academic support services, such as the Center for Academic Success and peer mentoring, to help them to maintain good grades and receive assistance when necessary.</p>	<p>Initial: _____</p>
<p>WORK</p> 	<p>As a part of the IWORK program, on-campus employment is required of all IWORK students. These jobs are all located at the Polynesian Cultural Center (PCC) in a variety of positions or, when eligible, at BYU-Hawaii. Most of these positions are physically demanding and occur in a challenging work environment that includes loud noise, wet slippery surfaces, water, and fire. While performing the duties of these jobs, the employee is regularly required to stand for long periods of time, sit, dance, talk, hear, and use arms and hands to operate equipment. Light to moderate lifting is required. Ability to handle the stress or participating in regular performances in front of large audiences is required. A limited number of positions are available that do not require the physical requirements noted above.</p> <p>All students on the IWORK program generally are expected to work 19 hours per week at their given place of employment while classes are in session and 40 hours per week during school breaks. A portion of the student’s paycheck will be deducted each pay period to help pay for the student’s educational costs.</p> <p>Accommodations based on disability are provided according to the University’s Accommodations of Persons with Disabilities policy.</p>	<p>Initial: _____</p>
<p>FINANCIAL COMMITMENTS</p> 	<p>A “Student Contribution” is the amount that the student, family, or sponsor is required to pay as their contribution to the educational cost each year. Students are responsible to coordinate with their family/sponsor to make sure these payments are made in a timely manner.</p> <p>Students must meet their payback obligations each semester/term. Any outstanding charges on the student’s account that are not qualifying charges to be paid by IWORK will be the responsibility of the student to pay and must be paid prior to the tuition deadline.</p>	<p>Initial: _____</p>

<p>UNIVERSITY HONOR CODE</p> 	<p>Each year, students on the IWORK program must obtain an endorsement from their university bishop. Students must obey the University Honor Code on and off campus. Students who do not observe the Honor Code may be dismissed from BYU-Hawaii.</p> <p>Please note that the Honor Code includes academic honesty, dress and grooming standards, residential living standards, and the Word of Wisdom. This also includes being honest with any academic and financial information the student provides to BYU-Hawaii. Students are encouraged to continue to observe the Honor Code and attend church so that they will qualify for a continuing bishop's endorsement.</p>	<p>Initial: _____</p>
<p>HOUSING</p> 	<p>Students are required to live in university housing and abide by the housing rules. Housing contracts are determined by the Housing department.</p>	<p>Initial: _____</p>
<p>LOAN FORGIVENESS</p> 	<p><u>For an IWORK loan to be entirely forgiven, the student recipient must return to their home country/region and reside there for four years following their leaving or graduating from BYU-Hawaii. The loan will be forgiven as follows:</u></p> <p>For each year that a former IWORK student resides in their home country/region following their leave or graduation from BYU-Hawaii, 25% of their IWORK loan will be forgiven. Each year, former IWORK students must submit documentation to the BYU-Hawaii Financial Aid Office verifying that they are indeed living in their home country. Any of the following documents will be acceptable:</p> <ol style="list-style-type: none"> 1. IWORK Loan Forgiveness Verification Form 2. Bishop's Endorsement/Letter 3. Local tax form indicating residency in country for the past year <p>If an IWORK student decides not to return to his/her home country or target area, (Pacific Rim & Far East Asia), he/she will become subject to the repayment terms and conditions of the loan agreement.</p> <p>The following are the basic loan terms:</p> <ul style="list-style-type: none"> • Interest accrues on loan balances at the rates of 4% per year. • The loan may be amortized over a period of no more than 8 years. • There is a 6-month grace period that begins as soon as the student is no longer enrolled at BYU-Hawaii. • During the grace period, no interest accrues and the student is not required to make any monthly payments. 	<p>Initial: _____</p>

<p>TRAVEL</p> 	<p>All travel must first be approved by the IWORK committee BEFORE tickets are purchased. In order for students to receive approval to travel, they will need to meet 5 criteria:</p> <ol style="list-style-type: none"> 1. Must complete 2 consecutive semesters before they can request to travel 2. Must get approval signature from their employment supervisor 3. Must be current with their BYU-Hawaii financial student account 4. Must be in good academic standing 5. Travel must not interfere with scheduled classes After approval has been received from the IWORK <p>After approval has been received from the IWORK committee, students are responsible for their own travel cost. Number of travels and the amount of days must go through the IWORK committee for approval.</p>	<p>Initial: _____</p>
<p>VEHICLES</p> 	<p>IWORK student should not plan to bring or acquire a vehicle while at BYU-Hawaii. Insurance, gasoline, repairs, liability, and the legal requirements of owning a vehicle are costly and parking facilities on campus are limited; therefore, it is recommended that IWORK students do not drive.</p> <p>In order for students to drive any motorized vehicle, the student must:</p> <ol style="list-style-type: none"> 1. Verify that he/she is legally able to drive in the U.S. (e.g. valid driver's license) 2. Verify that the vehicle is legally registered and insured, and 3. Ensure the vehicle is registered on campus with the Department of Public Safety. 	<p>Initial: _____</p>
<p>CHANGE OF STATUS</p> 	<p>IWORK students will fill out a Change in Income or Circumstance (CIC) form on a yearly basis. If there is any change in the student's status financially, academically or if the student is planning to get married they must come into the Financial Aid Office to discuss how the change affect their Student Contribution or eligibility in the program.</p> <p>Students that marry a U.S. citizen may remain on the IWORK program for up to 6 months to give them the time necessary to apply for U.S. citizenship so that they may qualify for U.S. Federal Student Aid.</p>	<p>Initial: _____</p>
<p>OBLIGATIONS AND SANCTIONS</p> 	<p>IWORK students integrate spiritual and secular learning to provide a foundation for a lifetime of learning. The IWORK program assists young men and young women in developing character and integrity so they can provide leadership in all aspects of their lives. It also provides a significant group of faithful and committed church leaders who will assist in building the kingdom, particularly in the Pacific and Asia regions.</p> <p>As a participant in the International Work Opportunity Returnability Kuleana (IWORK) program, students promise that upon completion of their educational experience, the student will return to their home country/region to reside for a minimum of four years.</p>	

Sanctions

Students should understand that adherence to all the Terms and Conditions of the IWORK program are required to maintain eligibility for the program. Violation of any of the Terms and Conditions may result in the following progressive discipline:

First Offense: Warning letter placed in the student employee’s file.

Second Offense: Doubling of the required Family Contribution (FC) required to maintain eligibility for the IWORK program.

Third Offense: Termination of employment and removal from the IWORK program.

Once removed from IWORK program eligibility, the student will need to

- 1) Apply for a change of status to a “self-funded” category (e.g., F Visa) and
- 2) Be otherwise eligible and in good-standing (academic good standing, Office of Honor, ecclesiastical endorsement, etc.) in order to remain at BYU-Hawaii and will not be eligible to reapply for IWORK participation for one semester from the end of the semester or term during which the student was terminated from the IWORK program. The opportunity to reapply does not guarantee acceptance back into the program.

Initial: _____