



Career Services

ORAL ROBERTS UNIVERSITY
STUDENT EMPLOYMENT
SUMMER WORK AND HOUSING ACKNOWLEDGMENT

Name: _____ Student Z#: _____
Last First Middle Initial

CPO / Local Address: _____
CPO or house # and street name City State Zip

Daytime Phone: _____

I hereby acknowledge that I must work a total of **360 hours** between the dates of **May 1, 2011** and **July 23, 2011** in order for me to receive free summer housing. I understand that this is an average of 30 hours of work a week. If the 360 is met within the specified time frame free housing will continue until **August 6, 2011**.

The maximum number of hours I can work in a single week cannot exceed **40 hours** unless otherwise authorized by the department and must be approved by my supervisor.

My failure to meet these conditions will result in housing charges being posted to my account for the summer.

I understand that my summer housing waiver is a taxable benefit. The dollar amount of my housing will appear as part of my yearly earnings on my W-2 form for the current fiscal year. I also understand that I am personally liable for any applicable state or federal taxes that summer housing may incur. I am aware of the option of adding additional withholdings on my W-4 form on line six to possibly offset any additional taxes incurred by free housing. Taxes for the housing waiver will not be reflected on my bi-weekly paychecks. I am also aware that as a student I am FICA (Social Security Tax) exempt only for the period of work in which I am attending class. International students are always FICA exempt.

I understand and accept the criteria for receiving free summer housing through student employment at Oral Roberts University.

Student's Signature: _____ Date: _____

Career Services – OFFICE USE ONLY

<u>Employed Cost Center(s):</u>	<u>Department Name</u>	<u>Date of Department Notification</u>
Cost Center #1 _____	_____	_____
Cost Center #2 _____	_____	_____

Date Received by Career Services: _____