



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, 2012** and **July 28, 2012** in order for me to receive free summer housing. I understand that this is an average of 30 hours of work a week (after the Spring 2011 semester finals week). If the 360 is met within the specified time frame free housing will continue until **August 11, 2012**.

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 & Medicare Tax) exempt only for the period of work in which I am attending class full-time. 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>Hiring Manager</u>	<u>Date Dept. Notified</u>
Cost Center #1 _____	_____	_____	_____
Cost Center #2 _____	_____	_____	_____

Date Received by Career Services: \_\_\_\_\_