WORK

Employment Verification for a Reduced Course Load

Student name (please print)  Student ID number

Email address  Phone number

Postal address

Units you are in  Units you propose to take

Employer  Employer Phone

Employer Tax ID

Employer Address

Job Description

Hours work per week

Employment begins on  Employment ends on

Supervisor's name (print)

Supervisor's signature

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND MAY BE VERIFIED BY THE COLLEGE.

Student signature  Date

- A signed employment verification form is required each semester for a reduced course load.
- DEADLINE: The last day to submit this form is the Friday of the fifth week of instruction.
- You will be able to reduce your course load based on the employment according to the guide below:

<table>
<thead>
<tr>
<th>Hours of paid employment</th>
<th>Minimum units required</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-19</td>
<td>10</td>
</tr>
<tr>
<td>20-29</td>
<td>8</td>
</tr>
<tr>
<td>30 hours or more</td>
<td>6</td>
</tr>
</tbody>
</table>

Approved by  Date

10/20/2016