

LETTER OF UNDERSTANDING-VOLUNTARY ASSIGNMENT

Student Name: _____ Student ID: _____
Please print clearly.

I understand that I am responsible for recording and reporting work study hours and managing work study funds. The supervisor is responsible for approving these hours in a timely manner. In the event that I exhaust my work study fund allocation, leave Whittier Law School for any reason, or in the event that I was not awarded any work study funds, my work study funding will be immediately terminated; I understand I will be provided with the opportunity to continue working on a voluntary basis. If I choose to work on a voluntary basis, I **will not** enter hours in the MyWhittier timesheet in anticipation of receiving any payment for my voluntary work. I also understand that if I choose to continue working on a voluntary basis, I am agreeing to continue accepting and performing all the responsibilities that are expected with my position.

By signing this Letter of Understanding I agree to the terms detailed above and will abide by them.

Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Please send signed copy to Tom McColl by fax at (714) 444-0250 or via email at tmccoll@law.whittier.edu.