Business Educational Service Contract and Employer Verification

Spring / Summer / Fall 2023

PROVISIONS OF THE BUSINESS EDUCATIONAL SERVICE CONTRACT

Under the provisions of the Business Educational Service Contract, Oakton Community College agrees to permit enrollment out-of-district employment with employers in the college district. Business Educational Service Contracts are approved for employment verification for Tuition rebate only when employment is not available in the student's district of residence. Only in-district companies are eligible to participate.

ELIGIBILITY REQUIREMENTS AND CONDITIONS

1. The Business Educational Service Contract and Employer Verification must be submitted no later than the date and time stated above. Students will be assessed out-of-district tuition. Failure to provide information will result in assessment of out-of-district tuition.
2. Failure to make payment arrangements by the published deadlines will result in cancellation of classes.
3. The company must be fully operational and employing students at the time of registration. Employment must be verified by the first day of the semester. Acceptable proof of employment includes a pay stub or written statement from the employer (student workers, Au Pairs). If the pay stub does not show hours worked, a written statement from the employer is required.
4. The assessment of in-district tuition is subject to final verification.

THIS SECTION TO BE COMPLETED BY EMPLOYER (Please Type or Print)

I certify that the employee/student named on the 35 hours or more per week at the business listed below.

NAME OF COMPANY AND TYPE OF BUSINESS (I.E., LAW OFFICE, RETAIL STORE, RESTAURANT, ETC.) TEL. NO. I.D. NO.

COMPANY ADDRESS CITY STATE ZIP CODE

SIGNATURE OF COMPANY REPRESENTATIVE DATE TITLE OF COMPANY REPRESENTATIVE

PRINT COMPANY REPRESENTATIVEôS NAME COMPANY REPRESENTATIVEôS EMAIL COMPANY REPRESENTATIVEôS PHONE

THIS SECTION TO BE COMPLETED BY STUDENT (Please Type or Print)

Select one: ☐ Spring 2023 ☐ Summer 2023 ☐ Fall 2023

LAST NAME FIRST NAME OAKTON STUDENT ID NO. HOME PHONE NUMBER ( )

ADDRESS CITY STATE ZIP CODE

Note: The above address will be recorded as your permanent legal address.

I verify that I have read all of the attached information and understand the Business Educational Service Contract.

STUDENTôS SIGNATURE DATE

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RESIDENCY CODE ACCEPTED BY DATE PROCESSED BY DATE