

## REDUCTION POLICY IN EXPECTED SUMMER EARNINGS CONTRIBUTION

If you (the student) expect a shortfall (total stipend/income less expenses will be less than \$1,950) in your "student income contribution" from summer 2010 earnings (including any stipends), you may apply for additional Williams scholarship to cover this shortfall. Complete the *Summer Earnings Petition Form*, documenting your plans, income, and expenses for summer 2010. You must submit your petition form to the Office of Financial Aid by **May 14, 2010** (last day of classes).

 **STUDENTS ARE PERMITTED A SUMMER EARNINGS REDUCTION FOR ONE SUMMER ONLY.**

The following guidelines are for those students who demonstrate need for Williams scholarship in aid year 2010-2011:

### 1. INTERNSHIPS

- *Mead, Alumni, Williams Travel Fellowships, and other selective internships requiring at least **eight full weeks of participation**.* Summer stipend *plus* any additional employment income *less* maintenance and transportation costs will determine your student income contribution. Williams will provide the difference between the summer expectation and the actual contribution from summer earnings with additional scholarship.
- *On-campus internships or research, including Mellon.* Summer stipend *plus* any additional employment income *less* maintenance costs will determine your student income contribution. Williams will provide the difference between the summer expectation and the actual contribution from summer earnings with additional scholarship.

### 2. VOLUNTEER PUBLIC SERVICE POSTIONS

- Non-profit organizations only.
- Summer stipend *plus* any additional employment income *less* maintenance and transportation costs will determine your student income contribution. Williams will provide the difference between the summer expectation and the actual contribution from summer earnings with additional scholarship.
- Program documentation is required and must be attached to the *Summer Earnings Petition Form*.

### 3. MEDICAL

- Medical conditions that restrict or prevent your ability to earn your summer contribution will be handled on an individual basis.
- Documentation from a physician is required.

### 4. WILLIAMS COURSE DEFICIENCY REQUIRING SUMMER MAKE-UP

- First year students only.
- These will be handled on an individual basis, taking into consideration both the cost of the course(s) and any restrictions imposed on your ability to work full-time. Net earnings *less* course and related costs will determine your student income contribution. Williams will provide the difference between the summer expectation and the actual contribution from summer earnings with additional scholarship.
- Approval from the Registrar's Office.

### 5. CHANGE IN MAJOR/CAREER PLANS REQUIRING SUMMER STUDY

- Sophomores and Juniors only.
- These will be handled on an individual basis, taking into consideration both the cost of the course(s) and any restrictions imposed on your ability to work full-time.
- Net earnings *less* course and related costs will determine your student income contribution. Williams will provide the difference between the summer expectation and the actual contribution from summer earnings with additional scholarship.
- Approval from the department chair and the Registrar's Office.

# 2010 SUMMER EARNINGS PETITION FORM

SUBMIT TO THE OFFICE OF FINANCIAL AID BY MAY 14, 2010

Student Name: \_\_\_\_\_ Williams ID: \_\_\_\_\_ Class: \_\_\_\_\_ Major: \_\_\_\_\_

I am applying for a reduction in my summer earnings for the following reason:

- I will participate in an internship/fellowship that will last a minimum of eight weeks. [Complete section A]
- I will participate in on-campus research that will last a minimum of eight weeks. [Complete section B]
- I will volunteer for a public non-profit service organization that will last a minimum of eight weeks. [Complete section A]
- I will attend summer school to make up a Williams course deficiency. [Complete section C]
- I will attend summer school because I have changed my major/career plans. [Complete section C]
- I have a medical condition/situation restricting me from working during the 2010 summer. [Complete section D]

## SECTION A

I have: \_\_\_\_\_ a Williams College sponsored internship  
\_\_\_\_\_ an internship that I acquired on my own [See note below]  
\_\_\_\_\_ a volunteer position at a public non-profit organization

I will live: \_\_\_\_\_ at home  
\_\_\_\_\_ in Williams housing  
\_\_\_\_\_ in an apartment off-campus

My housing costs are included as part of my internship: \_\_\_\_\_ Yes  
\_\_\_\_\_ No

Housing costs, if not included as part of internship agreement: \$ \_\_\_\_\_

Food costs, if not included as part of internship agreement: \$ \_\_\_\_\_

Date your internship begins: \_\_\_\_\_

Date your internship ends: \_\_\_\_\_

Gross stipend/salary/wages expected from internship: \$ \_\_\_\_\_

Additional summer employment plans (if \_\_\_\_\_)

Gross income expected from additional summer employment (if any): \$ \_\_\_\_\_

Transportation costs anticipated (if any): \$ \_\_\_\_\_

Specify:

Provide a brief description of your duties. Include your position title, employer/department/supervisor, and location:



*If you are not doing a Williams College sponsored internship obtained through the Office of Career Counseling, then you must attach a copy of your acceptance/appointment letter from your summer employer. This letter must indicate the total amount of stipend/pay that you will receive and your period of interning.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B**

I will live: \_\_\_\_\_ at home \_\_\_\_\_ in Williams housing \_\_\_\_\_ in off-campus apartment

My housing costs are included as part of my internship: \_\_\_\_\_ Yes \_\_\_\_\_ No

Housing costs, if not included as part of internship agreement: \$ \_\_\_\_\_

Food costs, if not included as part of internship agreement: \$ \_\_\_\_\_

Start date of your internship: \_\_\_\_\_ End date of your internship: \_\_\_\_\_

Gross stipend/salary/wages expected from internship: \$ \_\_\_\_\_

Additional summer employment plans (if \_\_\_\_\_

Gross income expected from additional summer employment (if any): \$ \_\_\_\_\_

Transportation costs anticipated (if any): \$ \_\_\_\_\_

*Specify:*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION C*****You must provide documentation of the costs you state below.***

Course name(s) and ID(s): \_\_\_\_\_

College/university name: \_\_\_\_\_

I will live: \_\_\_\_\_ at home \_\_\_\_\_ in Williams housing \_\_\_\_\_ in off-campus apartment

Cost of tuition and fees: \$ \_\_\_\_\_ Cost of books and supplies: \$ \_\_\_\_\_


Housing costs (if any): \$ \_\_\_\_\_ Food costs (lunches, etc.): \$ \_\_\_\_\_

Start date of your course(s): \_\_\_\_\_ End date of your course(s): \_\_\_\_\_

Summer employment \_\_\_\_\_

Gross income expected from summer employment: \$ \_\_\_\_\_

Transportation costs anticipated (if any): \$ \_\_\_\_\_

*Specify:* ***You must attach a copy of the confirmation letter or email you received from the Registrar indicating that your course(s) has been approved for credit.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION D**

I will live: \_\_\_\_\_ at home \_\_\_\_\_ in Williams housing \_\_\_\_\_ in off-campus apartment

Summer employment \_\_\_\_\_

Gross income expected from summer employment: \$ \_\_\_\_\_

Housing costs (if any): \$ \_\_\_\_\_ Food costs (lunches, etc.): \$ \_\_\_\_\_

Transportation costs anticipated (if any): \$ \_\_\_\_\_

*Specify:*

Student comments:

 ***You must attach a letter from your physician that explains your condition/situation and why you are not able to work.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_