

STIPEND ELIGIBILITY NOTICE

Dear Student: We are fortunate to have funding available to award a stipend to all who participate in a **non-paid internship**. The stipend will be paid out in two increments.

Increment One: The first half will be submitted for payment when at least 30 internship hours has been completed.

Increment Two: The remaining balance will be submitted for payment after successfully completing all required internship hours and class requirements.

To Be Eligible Student Must:

- 1) Be enrolled in a CWEE 290-293 course.
- 2) Develop a resume and have it reviewed by a faculty member, counselor or Student Employment Services staff.
- 3) Have a declared Career Education major and a Comprehensive Student Education Plan (SEP-C) on file (SES Staff will verify).
- 4) Have completed at least two core classes of their Career Education major.
- 5) Obtain a signed CWEE Agreement with an employer.
- 6) Bring timecard, original Social Security card and a valid picture ID to Student Employment Services and complete the Stipend Eligibility Notice Form.

IMPORTANT: You can only receive a stipend ONCE while attending SWC. Once you have completed at least 30 hours of your non-paid internship, take a copy of your CWEE Agreement and Time Sheet to the Student Employment Services Office on the 2nd floor, Cesar E. Chavez, Student Services Center Bldg. 1400.

Thank you,
Nelson Riley
Supervisor, Student Employment Services
(619) 482-6552