



Works of restitution are assigned both as a means of financial restitution as well as a means of increased understanding and empathy. Restitution of property and repayment of tangible damages incurred are required penalties in any violation in which damage occurs. In addition, students may be assessed a sum of money as a sanction. Since a sanction is a written contract between the individual and the college community, students must complete the terms of the sanction as specified. Should work assignments not be completed by the due date, the number of hours will double and/or additional fines may be assessed. Fines that are not paid by the due date will double and be posted on the student's account.

## TIME SHEET

Return completed Time Sheet to Residential Life by the Date Due

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Date Due: \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Hours Assigned: \_\_\_\_\_

## PROOF OF WORK COMPLETION

|    | Date | Time Started | Time Finished | Total Hours | Work Done |
|----|------|--------------|---------------|-------------|-----------|
| 1  |      |              |               |             |           |
| 2  |      |              |               |             |           |
| 3  |      |              |               |             |           |
| 4  |      |              |               |             |           |
| 5  |      |              |               |             |           |
| 6  |      |              |               |             |           |
| 7  |      |              |               |             |           |
| 8  |      |              |               |             |           |
| 9  |      |              |               |             |           |
| 10 |      |              |               |             |           |

I certify that I have completed all \_\_\_\_\_ hours as of \_\_\_\_\_, \_\_\_\_\_.

Month Day Year

\_\_\_\_\_  
Student Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Title of Supervisor