



MORAVIAN COLLEGE

Center for Career and Civic Engagement Summer Internship Stipend Agreement 2015-2016

As a recipient of a Summer Internship Stipend, I agree to the following conditions:

- I will complete at least 140 internship hours with the organization approved through the application process.
- The internship will be consistent with the guidelines of the stipend.
- I will provide the CCE with verification of participation on letterhead from the participating organization. I will submit verification prior to the beginning of the internship **and** at the completion of the internship. ***The stipend will not be distributed until the initial letter is received.***
- I will send a thank you letter to the benefactor of the stipend at the conclusion of the internship, with a copy to the CCE.
- If for any reason I cannot complete the internship as agreed upon, I will notify the CCE immediately.
- Failure to complete the internship may result in repayment of the stipend or a portion of the stipend to the endowment.
- Payment of the stipend will be processed through student payroll in the Business Office. All applicable taxes will be taken out of the payment as necessary.

Recipient Name: _____

Recipient Signature: _____ Date: _____

Address for payment: _____

Internship Organization and Address: _____

Internship Supervisor (name, phone, email): _____

For CCE use only

Employer Letter 1 received _____

Check request sent _____

Employer Letter 2 received _____

Copy of Thank You letter received _____