



# Office of Student Development

Kennebec Valley Community College, 92 Western Avenue, Fairfield, Maine 04937-1367

## **KVCC Service for Credit Program**

(formerly The Volunteer Program)

Listed below is the criteria to participate in the service for credit program and guidelines that must be followed.

### **Criteria:**

1. Student/applicant must be currently enrolled in a program at KVCC.
2. Student/applicant must be in good academic standing (a 2.0 GPA or higher)
3. Student/applicant must be eligible for financial aid and/or have a payment plan.
4. The purpose of the Service for Credit program is to assist students with tuition waivers and to promote service. There is a 2-course per semester limit, with a 3-course life time limit per applicant.
5. There are 10 service positions available each semester, with a first come—first served process for the college departments and programs. By the third week of the semester, a department/program may request and be granted a second service for credit position (if available).

### **Guidelines:**

1. The student/applicant must complete the Service for Credit application form and return it to the proposed immediate supervisor for approval. The application will then be sent to the Service Coordinator, Room 113A King Hall.
2. The student/applicant must check with the Financial Aid Office to see if the reward of free tuition for service may impact the eligibility of financial aid being received.
3. The student/applicant must report hours worked on the 'Report of Service for Credit Hours' form each week. Upon completion of ninety hours, the student and the supervisor must sign the form and send it to the service Coordinator (The Director of Student Development). Upon verification of hours, the completed form will be sent to the Business Office for disbursement.
  - A. The student must complete a Report of Service for Credit Hours at the end of each ninety-hours worked.
  - B. If the student and the immediate supervisor wish to continue in the program, a new application must be approved and a new report must be started.
  - C. The student must complete the 90 hours for the 3-credit tuition to be paid. If the student chooses not to finish the assigned work, or the immediate supervisor wishes to terminate the position, no tuition waiver will be issued.

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