



**XAVIER UNIVERSITY  
STUDENT GOVERNMENT  
ASSOCIATION**

**Student Agreement**

**Service Alternative to Documentation Fines Program**

The purpose of the Service Alternative to Documentation Fines Program (“SAP”) is to further Xavier’s culture of volunteerism through an uncommon medium: the Xavier Student Conduct Process. I desire to participate in a volunteer experience with an organization in the Greater Cincinnati area (the “Organization”) on various dates (the “Experience”) instead of paying the fine that has been assessed against me under the Student Conduct Process (the “Original Fine”).

I acknowledge that participating in SAP requires that I satisfactorily complete a particular number of service hours (“My Service Hours”) by a particular date in order to be given credit for the Experience. I understand that timely completion of My Service Hours is solely my responsibility and that I am responsible for scheduling, tracking and obtaining verification of My Service Hours, which I must provide to Xavier to receive credit. I understand that I will not be given any credit for partial or substantial completion of My Service Hours, and I agree that if I fail to satisfactorily complete or document all of My Service Hours in the allotted time that I will be required to pay the Original Fine, plus an additional fine of \$25 (the “Additional Fine”).

I acknowledge that while this opportunity is presented to me and organized by Xavier, it will occur at an off-campus location and will be controlled and directed by the Organization and not by Xavier. My Experience is not a University-sponsored event. I acknowledge that I will be participating in the Experience without any Xavier representative and possibly without other Xavier students. I understand that I am responsible for my own transportation to and from the Organization or otherwise required for completion of My Service Hours.

I understand that the Student Handbook and all other Xavier procedures continue to apply while I am participating in an off-campus activity, and I promise to abide by all rules and requirements of my participation in this Experience, including the rules and requirements of the Organization. I also agree to be punctual, complete tasks as required by the Organization, and make my presence at the Organization beneficial. I agree to conduct myself at all times in an appropriate and respectful manner and consistent with the needs and expectations of the Organization, including being respectful in my treatment of all staff, volunteers, and members of the community. I understand that by participating in this Experience I am representing Xavier University in general, and by participating in this Experience I am establishing a reputation for Xavier students who may participate in a similar experience in the future. I promise to be a good citizen, to exercise common sense and good judgment, and to conduct myself at all times in a manner that is sensitive to the feelings of the people with whom I interact.

I promise to notify the Student Conduct Liaison in a timely and straightforward manner about any difficulties I encounter regarding the Experience.

I recognize that by breaking any of these promises my participation in the Experience may be immediately terminated. I understand that if my participation is discontinued early for

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It may not be modified or changed in any way.**



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any reason, I will not receive SAP credit and I will be required to pay the Original and Additional Fines, described above.

I understand that Xavier is under no obligation to provide me with a SAP experience and that Xavier may be unable to accommodate my interest in participating in SAP due to a shortage of opportunities, personnel issues, or other factors. I further understand that if Xavier cannot accommodate my interest in participating in SAP, I will be required to pay the Original Fine.

\_\_\_\_\_  
Participant's Signature Date

Printed Name: \_\_\_\_\_

Xavier Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Xavier Banner ID: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature Date  
if under 18

*\*\*Participant must also sign the FERPA Consent below\*\**

**In addition to the Agreement set forth above, I acknowledge that I have certain privacy rights as a Xavier University student under the Family Educational Rights and Privacy Act found at 20 U.S.C. § 1232g ("FERPA"). In accordance with FERPA, by signing below, I consent to the release of my education records necessary to determine the number of required service hours and associated fine to the Student Conduct Liaison (a student employee position) for the purpose of the Student Conduct Liaison arranging for and managing SAP and my Experience, if any. I further consent to the Student Conduct Liaison discussing these education records and matters related thereto with the Organization or potential organizations for these purposes. Also in accordance with FERPA, I consent to the release of my education records to the Organization or potential organizations, which are necessary for or relevant to my participation in this Experience, in Xavier's sole discretion. I further consent to Xavier discussing these education records and matters related thereto with the Organization or potential organizations.**

\_\_\_\_\_  
Participant's Signature Date

\_\_\_\_\_  
Parent/Guardian's Signature Date  
if under 18

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