**16 Hours Study & Work Scholarship Information**

(Date: Feb. 26th, 2025)

**Procedure to obtain 16 Hours work scholarship**

1. Obtain 16 Hours Study & Work check form from the AIGS office or download it from homepage.

2. Inform to AIGS Registrar where you want to work.

3. After finishing 16 Hours Work, fill the 16 Hours Study & Work check form and **get assigned supervisor’s signature right after the work**.

4. Submit the 16 hours form to the AIGS office.

5. If any student does not finish 16 Hours Study & Work during the said period will lose the privilege of the 16 Hours Study & Work scholarship and he/she is also liable to pay $ 1,000.

6. If you want to work the other work that we don’t recommend, you MUST get our permission before you start the work.

**Recommended Possible Place to Work:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Place & Work** | **Work’s Description** | **Day & Time** | **No. of Person** |
| **Library** | Arranging Books  (Write directly on the Google website by Mar. 30th) | Anytime Mon – Fri. |  |
| **Cleaning Auditorium or** classroom | Mopping the Floor & Vacuum a Lecture Platform or Disinfecting the classroom (Apply to the office) | Fri. 2-5 pm |  |
| **Cafeteria** | Washing Dishes  (Application directly to the restaurant) | Any day 12-1pm &  5-6 pm | First-come-first serve |
| **English Box**  **(Student Center)** | English Conversion with Korean Students  (Write directly on the Google website by Mar. 10th) | Classes will be scheduled according to students’ availability |  |
| **AIGS Book Bank** | Arranging Books | website notice |  |
| **Special Events** | Helping Staff/Student Body for Preparing School Events | Will be notified | Will be notified |
| **AIGS Kitchen** | Mopping the floor/ arranging furniture/ cleaning refrigerator & Table | Anytime  (An hour for a day) | A Team of  3 persons |
| **Translator Machines** | In-charge for Translator Machines | AIGS Chapel  and Special Events | 2 Team of  4 persons |

**For more information contact AIGS Office.  
In addition, 16-hour work is possible for the office or student council president to be deemed necessary. However, you have to get permission from the office first.**