

# Delaware **EITC** Campaign

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## Student Contract

### Program Requirements:

- 12 hours (two 6-hours sessions) IRS-certified classroom training for tax preparation
- Completion of IRS Volunteer Certification Test with passing grade of 80%
- Arrive at assigned tax site each week for a MINIMUM of 10 weeks during tax season (January 18 - April 18)
- MINIMUM of 34 hours of tax preparation

### Nehemiah Gateway CDC Responsibilities

- All students will be provided with 12 hours of IRS-certified classroom training for tax preparation.
- Students will be provided information on how to complete the IRS Volunteer Certification Test and what will happen after the training.
- Students will be given a username and password they can use to complete additional practice problems online after the training.
- Laptops, printers, and all office supplies necessary for tax preparation will be provided at the tax site.
- Each site will be staffed by at least one trained tax professional that will be responsible for reviewing returns and providing further on-site assistance to students.
- If a tax site is closed due to inclement weather or other unforeseen circumstances, the Site Manager will contact all students assigned to that site.

### Student Expectations

- Students will volunteer a MINIMUM of 3 hours per week during the tax season.
- Any student that will be away for winter break/winter session, spring break or vacation must indicate in their volunteer application the timeframe they will be unavailable.
- If a student is unable to report to their tax site, they must inform their Site Manager within 24 hours and schedule a make-up day.
- To receive site assignment, all students must complete an online Volunteer Application and select 'yes' for earning school credit.
- Sites are assigned on a first come first serve basis. Everyone will not have the option of working at a site located in Newark; every student should select AT LEAST one site in Wilmington. Students who do not have a car should let the Campaign Manager know and we will do our best to accommodate you.
- **Due to IRS regulations, you must pass IRS Volunteer Certification Test with an 80% or higher grade prior to preparing taxes.**
- During the training session(s), all students will receive an attendance sheet to record the dates and hours they worked during tax season. Students are responsible for making sure their Site Manager completes and signs the report **every week** and for turning them into your professor.

### Student Agreement

I understand that my grade for this course is based on the successful fulfillment of all the requirements listed above.

**Failure to meet the basic requirements listed will result in a failing grade in the course.**

Name (please print legibly): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_