

Yale-NUS College Student Associate Program

Student Associate Contract Preparation Guide

1. Open the contract template. Enter the necessary info in the fields highlighted in yellow template. Print the contract.
2. Ask the hiring manager to physically sign under “Yours sincerely”. The hiring manager **must** sign the contract before the student signs it.
3. Ask the student to fill in their details and physically sign in the Acceptance section. The student must sign the contract on or before the date indicated in the last paragraph. To ensure there is enough time for all parties to sign, make the contract signing deadline at least a week from the day when you prepare the contract and reach out to the student and hiring manager.

If the student and/or hiring manager is overseas

If the student is overseas: send them a scanned copy of the contract that’s been signed by the hiring manager. Ask the student to print, sign and scan it back to you by the date indicated in the last paragraph of the contract.

If the hiring manager is overseas: send them a soft copy of the contract in Word to print, sign and scan back to you, or to sign electronically and email back to you.

4. Ask the student to send you a photo or scan of the front and back of their NUS Student ID card. Keep it on file.
5. Scan the signed contract and send the soft copy to the student and hiring manager.
6. Keep the original hard copy contract on file. The hard copy of the contract must be kept for 7 years from the date of termination, or more if any legal proceedings arise that are related to the contract.
7. Update the Student Associate spreadsheet on Sharepoint with the newly hired student and position details.
8. If you would like to extend an existing contract for a few months or a year and the terms will remain the same as in the original contract, you can use the contract extension template instead of preparing a new full-length contract.

NOTE: The extension template can only be used to extend a contract that hasn’t expired yet. E.g. if the contract expires on May 6, the extension must start from, and be signed by, May 7. If the extension starts later, it’s not an extension but a renewal of the contract, and so you should use the full-length contract template instead.

NOTE: The extension template can only be used to extend a full contract once – it cannot be used to extend an extension. If you need to extend further after one extension, please prepare a new contract.