

Student Internship Certification of Business Hours (Hours Worked) Form

This form must be completed by each student intern that was paid by a credit union requesting to receive reimbursement under the Student Internship Initiative of the National Credit Union Administration (NCUA) Office of Small Credit Union Initiatives (OSCU) Grant Program.

Credit unions are responsible for submitting this form for each intern with their request for reimbursement. The online grant reimbursement request will prompt applicable credit unions to upload this completed form.

This completed form serves as proof of purchase/payment for the Student Internship Initiative.

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| 1. Credit Union Name: | |
| 2. Charter#: | |
| 3. Name of Intern: | |
| 4. Intern Contact Email Address: | |
| 5. Authorized Intern Signature: | |
| 6. Dates of Internship: | |
| 7. Total Hours Worked by Intern: | |
| 8. Hourly Rate Paid to Intern (maximum \$10/hr) | |
| 9. Total Reimbursement Requested for Internship (maximum \$4,000 for all interns combined) | |

**Items 7 * Item 8 Must = Item 9*