



## Federal Work Study Application

### Student Information:

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

### Supervisor Must Complete the Following:

New Student    Returning Student

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_ Department: \_\_\_\_\_

GL(Budget)#: \_\_\_\_\_

Supervisor Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

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### To be completed by Financial Aid only:

- Fall 2020 (August 24, 2020 - December 5, 2020)  
 Spring 2021 (January 18, 2021 - May 14, 2021)  
 Summer 1 (May 24, 2021 - June 30, 2021)  
 Summer 2 (July 1, 2021 - August 20, 2021)

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Student Must Sign Below:

I understand that:

- I must adhere to the academic progress requirements to be eligible for Federal Work Study.
- I must complete all other employment paperwork prior to the start of work.
- The maximum work hours per week allotted is 29 hours.
- For Federal Work Study, my earnings will not exceed my Federal Work Study amount.
- It is my responsibility to submit my timecard in accordance with the pay-period schedule. Failure to do so may result in loss of wages.
- I must be registered as a full-time undergraduate student.
- Employment will not begin until all paperwork is approved and submitted to Human Resources.

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