



2017-2018 Work Study Referral Form

STEP 1 - Verification of Eligibility (MUST BE COMPLETED BY CAREER SERVICES OR OFA ONLY)

This section **MUST** be completed **FIRST** by Career Services or the Office of Financial Aid (OFA) to verify that the student has FWS funds available for use.

The following student is eligible to participate in the Federal Work Study Program and may earn up to the gross earnings amount listed below for all work study jobs combined, for the period ending June 30, 2018.

Student Name: _____ Maximum Earnings Limit: _____

Authorized Signature: _____

(Must be signed by a Career Services or Office of Financial Aid Administrator – ONLY)

STEP 2 - Supervisor Agreement (MUST BE COMPLETED BEFORE STUDENT BEGINS WORKING)

I have hired _____ for the position of _____

at the pay rate of \$ _____ per hour.

- I **agree** to monitor the work study student's total cumulative earnings to avoid exceeding his/her maximum FWS award
(This is important because a student may have more than one work study job)
- I **agree** to monitor the work study student's hours so as not to exceed my departmental budget for the academic year
- I **agree** to record the total number of monthly hours for the work study student on a time sheet and return it to the Office of Financial Aid by the **3rd day of each month** to ensure the student will be paid on time

Supervisor Name: _____ Phone: _____ Email: _____

Supervisor Signature: _____ Date: _____

Department: _____ Department Account #: _____

STEP - 3 Student Agreement (MUST BE COMPLETED AND SUBMITTED TO OFA BEFORE WORKING)

I have accepted the position stated above as part of my Financial Aid award. By signing this form I acknowledge that:

- I **will not** exceed my earnings limit, work more than two (2) work study jobs at a time or more than 20 hours a week
- I **understand** that I can be terminated if I fail to perform duties in a satisfactory manner
- I **understand** that I can be terminated if I fail to make satisfactory academic progress or fall below 6 credits per semester
- I **understand** that I can be terminated for falsifying timesheets
- I **understand** that I must have the following forms on file **BEFORE** I can begin work and failure to do so will result in a pay delay:
 - I-9 form on record
 - Tax forms on record
 - Direct deposit form on record

Student Signature: _____ Date: _____

Important!!

FWS eligibility must be verified every year by Career Services or the OFA; do not assume any student is eligible.

A new Work Study Referral Form must be completed for each academic year and for each position worked.

The Office of Financial Aid will not accept timesheets from student workers.

2017/2018 Pay Scale

Level 1 \$8.25	Little-no training; Supervision needed; Not working with the public
Level 2 \$8.50	Little or moderate supervision; Significant training; Working with the public
Level 3 \$9.00	High degree of training; High degree of experience; Little-no supervision; Supervises other work study students
Level 4 \$9.50	High degree of proficiency in an area of specialized knowledge or skill; Facilitates planned educational activities with children or CIA students such as tutoring or assisting with teaching