



Texas College Work Study Application 2017-18

Student MAY NOT begin work until the below steps have been completed and is cleared through all necessary departments. For a list of departments that might be hiring this term, please visit www.texascollege.edu. Click on Admission>Financial Aid>Financial Aid Forms. Students not eligible for federal work study cannot work on campus.

Print Name: _____ ID: _____

Student email: _____ Phone: _____

STEP ONE: Determine eligibility by having the Office of Financial Aid fill out information below:

Weeks: _____
Amount: _____

- (a) Is student eligible for federal work-study based on the FAFSA? Y N
- (b) Agreement Beginning Date: _____ Agreement Ending Date: _____
- (c) Term approved Fall Spring Summer: please circle only one

Signature of Financial Aid Rep: _____ Date: _____

To be completed by the Work-Study Supervisor

STEP TWO: Take this form to your prospective employer/supervisor and have them fill out the following with you:

Name of Supervisor's Department: _____ Supervisor's email: _____

Supervisor's phone: _____ Supervisor's office location: _____

- (a) Estimated hours per week student will be working (not to exceed 20) _____
- (b) Pay rate: \$ _____ (enter exact dollar amount only)
- (c) Total amount student may earn throughout this term (hours x pay x weeks in term): \$ _____
- (d) Student's job title/description: _____

Note: Work-study students must complete a Federal Work Study Application for each term they would like to work.

As the supervisor, I understand that it is my responsibility to provide a copy of this completed form to the Office of Financial Aid by the twelve's day of class start. As the supervisor, I understand that it is my responsibility to be a role model for my student, monitor the hours worked by my student and approve that time worked on a timesheets; students will not be paid for unapproved time. If the hours exceed the stated award amount, I may be held responsible for that student's compensation. I understand that signing off on false federal work-study timesheets is against the law. I understand that a student cannot begin work until I receive an email from the Office of Financial Aid, verifying that the student is ready to work.

Supervisor Signature: _____ Date: _____

STEP THREE: Read the following statement, sign and date. Leave this form with your supervisor. **The Office of Financial Aid must receive the original application with all signatures from the Supervisor.**

I understand that I CANNOT exceed the amount of work-study listed on my financial aid award letter. It is MY responsibility to adhere to the rules and regulation of federal work-study (available to view in the Office of Financial Aid Handbook online) and if I do not, I can be terminated which will result in the loss of work-study. If I am dismissed from work-study, the institution is under no obligation for the balance of my award. I understand that I am only allowed to work 20 hours a week and will not be paid for other work. I will not, under any circumstances, share ANY information obtained during my work at Texas College. Sharing information will result in IMMEDIATE termination with no ground for appeal. I understand that not maintaining Satisfactory Academic Progress may affect the continuation of my work study award.

_____ Student: Initial here to acknowledge that you have been given access to and will read the online work Study Student Handbook.

Student Signature: _____ Date: _____

Office of Financial Aid Use Only:

Date Student Notified: _____ Financial Aid Counselor's Signature: _____ Date: _____

Date Supervisor Notified: _____