

WORK-STUDY AGREEMENT 2009-2010

Student's Name _____ Student EID _____

Supervisor _____ Department _____

Rate of Pay _____ [] FALL 08/17/09 – 12/31/09
[] SPRING 01/01/10 – 05/15/10
[] SUMMER 05/17/10 – 06/30/10 (if available)

All correspondence will be sent to the student's UT Tyler Patriot email address.

EACH semester every student employee and supervisor must read the following information about the work-study program and sign below.

All work-study employees are approved and placed each semester. The amount of money a student can earn within the work-study program will depend on a student's financial aid eligibility as determined by the Financial Aid Office. Students will not be able to exceed the work-study maximum award. The maximum award for work-study is shown on the student's award letter. If the amount of the maximum award changes after the student has begun working, the student's work-study appointment in Define will be routed back to the budget authority of the department where the student works for approval.

Work-Study employees must complete an employment packet containing a W-4 and I-9 form. Paperwork may be obtained from the hiring department or Human Resources and should be returned to Human Resources upon completion. An appointment is not approved until **AFTER** the Financial Aid Office receives this signed Work-Study Agreement.

ENROLLMENT REQUIREMENTS:

- 1) Students awarded Federal (FWS) and Texas (TWS) work-study **MUST** be enrolled in at least six (6) credit hours during the Fall and Spring semesters to retain eligibility to work (Contact the financial aid office in April to inquire about summer work study funding).
- 2) Students awarded institutional Working to Success (W2S Work Program), must be enrolled in at least twelve (12) hours during the Fall and Spring semesters to retain eligibility. Any employee dropping below the minimum requirement of hours should notify their supervisor and the Financial Aid Office immediately.

Work-Study employees must maintain the grade point average standards required for enrollment to retain eligibility for the program.

Work-Study employees are paid twice a month. Before approval for check printing, time sheets must be completed and signed by the employee and the supervisor. **COPIES OF THE TIME SHEETS MUST BE FORWARDED TO THE FINANCIAL AID OFFICE AT THE END OF EACH PAY PERIOD.** Time sheets may be sent through the inter-campus mail, faxed, or hand carried.

We (the employee and the supervisor) have read and understand the information presented above concerning the Work-Study program.

Student's Signature

Supervisor's Signature

Date

Date