

National Park College



FEDERAL WORK STUDY EMPLOYMENT FORM

Please be advised that the work study worker CANNOT WORK until this form has been submitted to Financial Aid. The student is limited to a **maximum** of 29 hours per week when classes are scheduled as indicated on the academic calendar. If you employ this student, please list his/her work schedule below and return this signed and completed form to Financial Aid.

NAME \_\_\_\_\_ ID# \_\_\_\_\_ Rate of Pay \$8.50 per hr.

ADDRESS \_\_\_\_\_  
Street/P.O. Box City State ZIP

PHONE \_\_\_\_\_ Social Security # \_\_\_\_\_

**Supervisor Instructions:** The supervisor will be notified by e-mail regarding the amount of total annual work study budget allocated for their department. Please schedule the student according to the remaining funds for your department and rate of pay indicated above. Those departments with more than one work study student need to split their budget among all work study students employed. If you have any questions, please feel free to contact Mary Kay Wurm, Career Center, at extension 4246.

**Student:** By signing, I certify that I understand my work-study eligibility may be affected by the addition of loans, scholarships or other awards to my financial aid package.

WORK STUDY DAILY SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Total Hours Scheduled Per Week \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Work Study Supervisor \_\_\_\_\_

Work Study Student \_\_\_\_\_

Human Resources \_\_\_\_\_

OFFICE USE ONLY

Award Amount: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_

Fringe Acct# \_\_\_\_\_ FCWS Acct# \_\_\_\_\_

*\*All federal work study students are paid \$8.50 per hour.*