

# Federal Work Study Appointment Form

**Section 1: Completed by student (Print)**

Banner ID: **B** \_\_\_\_\_

Name (Last, First, MI): \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Permanent Address (Street, City, State, Zip): \_\_\_\_\_

Student Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Other/Parent Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Section 2: Completed by hiring supervisor**

**JOB#** \_\_\_\_\_

**Supervisor's Certification:** Student named above has been hired for this work study position at:

Name of Department or Off-Campus Agency: \_\_\_\_\_

On Campus Address: (Building/Room): \_\_\_\_\_ Phone Ext.: \_\_\_\_\_

Off Campus Address (Street, City, State, Zip): \_\_\_\_\_

Off Campus Phone Number (off-campus agency only): \_\_\_\_\_

I have reviewed the student's Eligibility Letter. The student is eligible for Federal Work Study and may work up to an average of \_\_\_\_\_ hours per week. I will not allow him/her to exceed this amount.

Supervisor's Name: (Print): \_\_\_\_\_ Supervisor Ext.: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Important Note: Student must return this form to the Financial Aid Office before being put on payroll.**

**Section 3: Completed by Financial Aid Office**

Term: Fall/Spr 2017-18

Spring 2018

Summer 2018

Agency Code: **2 8 1 6 3** ON/OFF campus code: \_\_\_\_\_

Family Income Code:

**Dependent** (undergraduate)

**Independent** (undergraduate)

Code	Start Range	To	End Range	All Graduate Students: use "I"	Code	Start Range	End Range
A	\$ 0	→	\$5,999		J	\$ 0	→
B	\$ 6,000	→	\$11,999	K	\$ 2,000	→	\$3,999
C	\$ 12,000	→	\$23,999	L	\$ 4,000	→	\$7,999
D	\$ 24,000	→	\$29,999	M	\$ 8,000	→	\$11,999
E	\$ 30,000	→	\$41,999	N	\$ 12,000	→	\$15,999
F	\$ 42,000	→	\$59,999	O	\$ 16,000	→	\$19,999
G	\$ 60,000	→	& over	P	\$ 20,000	→	& over

Authorized for Period	Total Award Amt	Award Duration	Hourly Rate	Income Code
July 1, 2017 – June 30, 2018	\$ _____	_____	<u>\$9.75</u>	_____ (chart above)
July 1, 2017 – June 30, 2018	\$ _____	<b>Birth date:</b> _____	<b>Local ID:</b> _____	