



# UNIVERSITY OF MARYLAND

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OFFICE OF STUDENT FINANCIAL AID  
*Federal Work-Study Program*

## AUTHORIZATION FOR FEDERAL WORK-STUDY (FWS) EMPLOYMENT Fall 2009 - Spring 2010 8/23/09 – 5/22/10

Name: \_\_\_\_\_ Address: \_\_\_\_\_

UID: \_\_\_\_\_

You have accepted a Federal Work-Study (FWS) award for Fall 2009 – Spring 2010. As a FWS program participant, you are eligible for employment from August 23, 2009 – May 22, 2010. Your actual earnings for the award period will depend on your hourly wage and the number of hours you work.

### Earning Your FWS Award

1. New FWS participants must attend a FWS Student Orientation Session. Please see the schedule at [www.financialaid.umd.edu/fws](http://www.financialaid.umd.edu/fws).
2. Search the available FWS jobs on the web at [www.financialaid.umd.edu/fws](http://www.financialaid.umd.edu/fws).
3. Contact the employers to schedule interviews for positions that interest you.
4. Once you have found a placement, **you and your employer must complete this form and return it to the FWS Program Office.** You and your employer should keep a copy of this form for your records.
5. Your employer will distribute bi-weekly paychecks for your hours worked.

### Terms and Conditions of Your Award

1. You may earn this award from August 23, 2009 – May 22, 2010.
2. Your gross earnings before deductions (i.e. taxes, FICA, etc.) may not exceed your FWS award.
3. **You and your employer must monitor your gross earnings. If your gross earnings approach your award limit, you may appeal to the FWS Program Office for an increase in your FWS award, switch to your employer’s Labor and Assistance account or terminate your employment.**
4. You must maintain enrollment of at least 6 credits or 24 graduate units per semester.
5. You must give your employer a copy of your Financial Aid Award Page to verify that you have accepted your FWS award and its amount.
6. You must give your employer an official copy of your course registration schedule for each semester, and you must never work during scheduled class times.
7. You may hold only **ONE** work-study job at a time. Holding more than one job is a violation of federal standards!
8. You may work up to 20 hours per week while school is in session or up to 40 hours per week during semester breaks.
9. You must notify the FWS Program Office before you change positions or employers. A new work authorization form is required each time a student begins a new job.
10. You must comply with all policies in the Federal Work-Study Handbook. The handbook is available from FWS employers and at [www.financialaid.umd.edu/fws](http://www.financialaid.umd.edu/fws).
11. You must stay in good academic standing in order to keep your Federal Work-Study award. We reserve the right to cancel your award if you fall below good academic standing.

If you receive additional aid or your financial need changes, we may reduce or cancel your FWS award. Please refer to the Financial Aid Award Guide for guidelines. In the unlikely event that FWS spending exceeds available funding, we reserve the right to cancel Fall-Spring awards for students who have not found employment by November, and Spring-only awards for students who have not found employment by late February.

**Fall 2009 – Spring 2010 FWS Work Authorization (continued)**

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**To Be Completed by the Student:**

Local Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

I understand and agree to adhere to all program policies and regulations as stated on this form and in the FWS Handbook. I understand that failure to adhere to these regulations may result in termination of my FWS award.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Must Be Completed by the Hiring Employer before form is returned to FWS Office:**

We are an authorized UM FWS employer and we have received a UM Employer Allocation Notice for this award period. We have hired this student for the position of \_\_\_\_\_ at the hourly rate of \$ \_\_\_\_\_. His/her employment start date is \_\_\_\_\_. We understand and agree to adhere to all FWS policies and regulations as stated on this form, in the FWS Participation Agreement, in the FWS Handbook, and below:

1. We have obtained a copy of the student's course schedule, and have verified that the student is enrolled for at least 6 credits or 24 graduate units. We will not allow the student to work during scheduled class times.
2. We will not allow any student to begin earning FWS funds until we have submitted a completed Work Authorization to the FWS Program Office and Payroll form to the Payroll Department.
3. We will monitor students' FWS awards and will not allow their gross earnings to exceed their awards.
4. We will notify the FWS Program Office if we change a student's position or hourly wage.
5. When this position is filled, we will deactivate this position from the FWS website by completing the electronic job listing form at [www.financialaid.umd.edu/fws](http://www.financialaid.umd.edu/fws) under the link "Modify/Post Job listing."

**Employer Checklist:**

- We will forward a copy of this completed form to the FWS Office.
- We will keep a copy of the following forms in the student's personnel file:
  - this completed work authorization form
  - the student's Financial Aid Award Page to verify their FWS award and amount
  - the student's class schedule for each semester
  - the student's work schedule for each semester
- We will complete and forward all payroll forms to the Payroll Office.

\_\_\_\_\_  
Department/Employer

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Phone Number & E-mail (optional)

\_\_\_\_\_  
FWS Account Number

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Please return all Work Authorization forms **completed by student and employer** to:

Federal Work-Study Program  
Office of Student Financial Aid  
0102 Lee Building  
University of Maryland  
College Park, MD 20742