



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

**AUTHORIZATION FOR FEDERAL WORK-STUDY (FWS) EMPLOYMENT**  
**Fall 2015 - Spring 2016**  
**August 23, 2015 – May 28, 2016**

You have accepted a Federal Work-Study (FWS) award for Fall 2015 – Spring 2016. As a FWS program participant, you are eligible to earn your FWS award through employment from August 23, 2015 – May 28, 2016. Your actual earnings will depend on your hourly wage and the number of hours you work.

**To Begin Your FWS Employment**

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 the SECOND PAGE ONLY to the FWS Program Office.** You will enable macros, complete the top portion, print it and sign it. Submit the form to your employer to complete the bottom portion. You and your employer should keep a copy of this form for your records.
5. You will receive a bi-weekly paycheck from your employer after you begin working.

**Terms and Conditions of Your Award**

1. Your gross earnings before deductions (i.e. taxes, FICA, etc.) may not exceed your FWS award.
2. **You and your employer must monitor your gross earnings. We will notify you as your gross earnings approach your award limit.**
3. Federal regulations allow you to hold only **ONE** work-study job at a time.
4. You may never work during scheduled class times. You may work up to 20 hours per week while school is in session or up to 40 hours per week during semester breaks.
5. You must notify the FWS Program Office before you change positions or employers. A new work authorization form is required each time you begin a new job.
6. 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).
7. We reserve the right to adjust your award if:
  - You fall below good academic standing.
  - You receive additional aid or your financial need changes

**Final Student Checklist:**

- I will maintain a minimum of half-time enrollment of at least 6 credits or 24 graduate units.
- I will submit a copy of the following documents to my employer:
  - A completed work authorization form
  - My Financial Aid Award Page to verify my FWS award and amount
  - My class schedule for each semester
  - My work schedule for each semester
- I will submit a copy of the **SECOND** page of this Work Authorization form to the Office of Student Financial Aid **before** beginning work.

**Final Employer Checklist:**

- We will complete and forward a copy of the ***second page*** of this completed form to the Office of Student Financial Aid.
- We will complete and forward all payroll forms to the Payroll Office.
- We will ensure all documentation listed under the Student checklist (left) is in the student personnel file:
  - Work Authorization form
  - Student's Financial Aid Awards page
  - Student's class schedule
  - Student's work schedule



# UNIVERSITY OF MARYLAND

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

## AUTHORIZATION FOR FEDERAL WORK-STUDY (FWS) EMPLOYMENT

Fall 2015 - Spring 2016

August 23, 2015 – May 28, 2016

Directions: Students enable macros, complete the top portion, print it, sign it and submit to the employer.

Employers complete the bottom portion, sign it and submit *this page only* to the FWS Office.

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### To Be Completed by the Student:

Local Address: \_\_\_\_\_

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: \_\_\_\_\_

### To Be Completed by the Hiring Employer before returning to the FWS Program Office:

Please verify the following Employer Agreement Policies and Regulations:

1. We are an authorized UM FWS employer and we have received a UM Employer Allocation Notice for this award period.
2. 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.
3. We will not allow the student to work during scheduled class times.
4. 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.
5. We will monitor students' FWS awards and will not allow their gross earnings to exceed their awards.
6. We will notify the FWS Program Office if we change a student's position or hourly wage.
7. 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."

-We have hired this student for the position of \_\_\_\_\_.

-His/her hourly rate is \$ \_\_\_\_\_.

-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, and in the FWS Handbook.

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

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

\_\_\_\_\_  
Address

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

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

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

**Please fill out and return THIS PAGE ONLY to:**

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