



### Authorization for Federal Work-Study Employment | Summer 2019

May 26, 2019 - August 17, 2019

You have accepted your Federal Work-Study (FWS) offer for Summer 2019. As an FWS program participant, you are eligible for employment from May 26, 2019, to August 17, 2019. Your actual earnings for the aid period will depend on your hourly wage and the number of hours you work. Your employer will provide bi-weekly paychecks for your hours worked.

#### To begin your FWS employment:

1. search the available [FWS jobs](#) online,
2. contact employers to schedule interviews for the positions that interest you, and
3. upon placement, **you and your employer must complete this form and return the SECOND PAGE ONLY to the FWS Program Office.**
  - a. To complete the form electronically, enable the macros feature. You will 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.

#### Terms and Conditions of your offer:

1. **Option 1:** If you **are enrolled for summer sessions I or II** you will have your work study eligibility calculated according to your summer financial need. You may not work more than 20 hours per week.
2. **Option 2:** If you **are not enrolled for summer sessions I or II** and are planning to enroll for the Fall 2019 semester and demonstrate need, you may work up to 40 hours per week. Earned income over the cost of education will be counted against your need for the 2019-2020 academic year.
3. Your gross earnings before deductions (i.e. taxes, FICA, etc.) may not exceed your FWS offer.
4. **You and your employer must monitor your gross earnings.** If your gross earnings approach your aid limit, you may appeal to the FWS Program Office for an increase in your FWS offer, switch to your employer's Labor and Assistance account or terminate your employment.
5. You may hold only one work-study job at a time. **Holding more than one job is a violation of federal standards.**
6. You must never work during scheduled class times.
7. 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. If you choose to resign, you should give your employer 2 weeks notice.
8. You must comply with all policies in the [Federal Work-Study Student Handbook](#).
9. We reserve the right to cancel your offer if:
  - a. you fall below good academic standing, and/or
  - b. you receive additional aid or your financial need changes.

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#### Final Student Checklist:

- ✓ Maximum work hours:
  - If enrolled for Option 1, I may work a maximum of 20 hours per week.
  - If enrolled for Option 2, I may work a maximum of 40 hours per week.
- ✓ I will submit the following documents to my employer:
  - A completed work authorization form
  - My Financial Aid Offer Page to verify my FWS offer and amount
  - My class schedule and work schedule for each summer session
- ✓ I will submit a copy of the second page of this form before beginning work,

#### Final Employer Checklist:

- ✓ We will complete and forward a copy of the seconded 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 documents listed under the student checklist (above) is in the student personnel file (work authorization form, student's financial aid offers page, student's class and work schedule).



# UNIVERSITY OF MARYLAND

Office of Student Financial Aid

0102 Lee Building  
College Park, Maryland 20742  
TEL: 301.314.5302  
[go.umd.edu/federalaid](http://go.umd.edu/federalaid)  
[fws-admin@umd.edu](mailto:fws-admin@umd.edu)

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Please **return this page only** to the Office of Student Financial Aid

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

UID: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 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 offer.

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

### To Be Completed by the Hiring Employer before form is returned to FWS Office:

Please verify the following Employer Agreement Policies and Regulations:

1. We have verified the student's enrollment and have obtained a copy of the student's course schedule. 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 forms to the Payroll Department.
3. We will monitor students' FWS offers and will not allow their gross earnings to exceed their offers.
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 request to have this position removed from the FWS website by completing the FWS Job Posting Form

-His/her final summer offer is: Option 1 \_\_\_\_\_ Option 2 \_\_\_\_\_

-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  
Scan/Email: [Fws-admin@umd.edu](mailto:Fws-admin@umd.edu)