STUDENT:
- I understand that I cannot begin my work assignment without having the position approved in advance and I must submit all required forms to the Federal Work Study Administrator. **Important:** I must have a 2012-13 FAFSA on file to determine my Federal Work-Study eligibility.
- Federal regulations allow work-study students to work as many as forty (40) hours per week and no more than eight (8) hours per day. However, be advised that the university actively discourages employment that will conflict with a student’s ability to perform academically; therefore, it is recommended students work at maximum twenty (20) hours per week while classes are in session.
- I will be available for work with this agency/organization for approximately _____ hours per week.
- My assignment will not conflict with my academic program or rotations. I have read and agree to the terms and conditions of the Federal Work-Study Handbook.
- I must fill out a new employment approval form annually and must have a separate form for each work assignment.
- I must notify the department and the FWS Administrator of any changes in my employment.
- I will not be reimbursed for travel to and from my work site. Parking costs will be considered only if a receipt is attached to my time sheet.
- Time sheets are to be turned in each pay period. Time sheets submitted for more than one pay period require a supervisor’s approval. Incomplete time sheets will not be processed and will be held until the next pay period.
- I understand the pay rate for this position is $12/per hour.

SUPERVISOR: (Please initial each line)
- The student may not begin assignment without written approval from Midwestern University.
- I agree to employ this student in the position stated above and will notify the FWS Administrator of any changes.
- The Supervisor (or alternate supervisor) will be present during the student’s scheduled work times to verify hours worked.
- I must designate an alternate supervisor in case of vacation or illness; my alternate or I are the only individual authorized to sign time sheets. No other signatures will be accepted.
- I/we must collect, review, sign, initial any changes and submit all time sheets in a sealed envelope to the FWS Administrator.
- I understand that an approved off-campus agency community service contract must be on file with the Office of Student Financial Services before work begins.
- This position does not displace a regular employee.

**Are there additional Federal Work-Study students at this site? Yes____ No____**

Student Signature:_________________________________ Date:__________________

Supervisor Signature:_____________________________ Date:__________________

Alternate Supervisor:_____________________________ Date:__________________

Federal Work-Study Administrator:_________________ Date:__________________