**Work-study Certification Form**

_________Academic Year

**STUDENT CERTIFICATION:**

I, ___________________________, ______ (Print name) (Student's Aggie ID) know:

- I must comply with **satisfactory academic progress** rules for Work-study employment.
- Students must enroll in at least 6 credit hours (undergraduates) or 5 credit hours (graduates)
- If I am graduating I may not work past the date of course work completion.
- I may have only one type of Work-study award each academic year.
- I must **monitor my earnings** so I do not exceed my Work-study award.
- I must inform the Financial Aid Office, and my employer, of additional scholarships or other awards for the year that might change my original Work-study awarded amount.
- I may visit with my financial aid advisor for a possible increase, if my award is exhausted.
- I must comply with my employer's dress code and general rules of conduct.
- I must comply with my employer's rules regarding confidentiality of student/client records that I encounter.
- I must maintain accurate records of my hours worked and submit them in a **timely manner**.
- I have the right to question duties not included in my job description.
- I have the right to terminate my employment without notice, and the responsibility to give reasonable notice, when possible.
- My employer must conform to basic non-discrimination and employment rights.
- I have the right to file a grievance, if serious problems warrant such action.
- Unused work-study funds will be cancelled at the end of every semester.

______________________________     __________
(Student's signature)            (Date)

*****************************************************************************************************************************************************

**EMPLOYER CERTIFICATION:**

I will:

- Allow Work-study employees to **start work only after the hiring procedures are complete** and student eligibility is established.
- Request an update from the student (s) at the end of every semester to ensure student(s) is in good academic standing.
- Train and supervise Work-study employees, as needed.
- Clearly define duties in compliance with the job description.
- **Monitor Work-study earnings** so awards are not exceeded.
- **Verify** data on requisitions and **time sheets** each pay period, and make changes, as needed.
- Resolve problems with employees.
- Provide the student with a reason for termination of employment.

I know:

- Students must maintain at least 6 credit hours (undergraduates) or 5 credit hours (graduates).
- Students must maintain **satisfactory academic progress** according to Financial Aid Office regulations. **Work-study awards are subject to change because of additional scholarships/resources received by the student.**
- A graduating student may not be employed as a student employee past the date of course work completion. The last day of classes is the last day a graduating student is allowed to work.
- Earnings of students no longer eligible for Work-study employment will be charged to the employer at 100%. The Office of Financial Aid will submit a Labor Redistribution Form (ELR) and an Electronic Personnel Action Form (EPAF) to switch the Work-study position to a Regular Student position effective the following pay period after the overage has occurred.
- Failure to submit payment of the University's portion of the salary in a timely manner may result in immediate termination of the Work-study contract (Off-campus agencies only).

______________________________     __________     __________
(Supervisor's signature)            (Date)            (Department/Agency)

Revised 04/17/2015