NM STATE UNIVERSITY

University Financial Aid and Scholarships
MSC 5100
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001

Work-Study Certification Form

Academic Year _____

Student Certification:

I, _____,_____know:
Print Name Aggie ID

- I must comply with **Satisfactory Academic Progress** requirements for work-study employment.
- I must enroll in at least **6 credit** hours (undergraduate) or **5 credit** hours (graduate).
- 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 award 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, whenever 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 canceled at the end of every semester.

_____ _____
Student Signature Date

Employee Certification:

I will:

- Allow work-study employees to s**tart 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 for 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).
- Student 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 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 Financial Aid office 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