

WORK STUDY APPLICATION

Name:

Peoplesoft Number:

Email address:

Class year: ___ 1L ___ 2L

Semester you are seeking work-study funds: Fall 20 ___ Spring 20 ___ Summer 20 ___

Placement:

Number of weeks you will work:

Number of hours per pay week you will work (max of 20 hours):

Prior to submitting your application, you must meet with Carla Martinez in the Financial Aid Office in order to ensure that they have financial need and are eligible for participation in the program.

Student is eligible for the work study program: ___ Yes ___ No

Carla Martinez Signature

Date

- 1. What are your career goals and how will your experience at this placement help you achieve that goal?**

2. How would you benefit from the work study program? Discuss your financial need.

Please initial your understanding and agreement to the follow terms of participation in the UHLC Work Study Program:

(1) If chosen to participate in the work study program, I am expected to clock in and out of Webclock on a daily basis as set out in the directions distributed by the Career Development Office. I understand that I cannot work more than either 30 or 40 hours per week depending on my enrollment in summer courses as outlined in the Addendum. I further understand that the work week runs from Wednesday – Tuesday, and if I go over my allotted 30 or 40 hours during that time period, I will no longer be allowed to participate in the work study program.

(2) If chosen to participate in the work study program, it can take several weeks to complete the paperwork and get set up in the UH payroll system. This means that payment can be delayed up to a month and a half after the start date of my internship. _____

Student Signature

Date

SUMMER WORK STUDY ADDENDUM

To receive summer community service work study, you must apply through the CDO office. A section of the application requires the financial aid office to approve you do show financial need. To determine this, you must have a 2020-2021 FAFSA on file.

Criteria to qualify for summer work study:

If you **ARE ENROLLED IN AT LEAST 6 HOURS:**

- Summer work study is based on need as determined by the 2020-2021 FAFSA.
- If you **are enrolled** in day classes, you cannot work more than 30 hours per week.
- If you **are enrolled** in night classes, you cannot work more than 40 hours per week.
- Summer work study only pays from May 12, 2021 - August 31, 2021 (or until funding has been exhausted).

Please sign below that you understand the summer work study process.

Date: _____

PeopleSoft ID: _____

Name: (print clearly) _____

Signature: _____

Email: _____