



Off-Campus Federal Work Study Form
STEP 1: TO BE COMPLETED BY THE DEPARTMENT SUPERVISOR-
PLEASE PRINT AND FILL IN ALL BLANKS

This is an addendum to the Federal Work-Study contract between Castleton University and _____

IMPORTANT: To avoid penalty, students ARE NOT ELIGIBLE TO BEGIN WORK UNTIL:

- 1) all required Onboarding tasks are complete in UKG;
- 2) the employment form has been approved by the Financial Aid Office and
- 3) approval notice sent via email to student and supervisor(s).

Supervisors should check with the student you plan to hire to find out if the student has more than one federal work-study job as the maximum amount a student may earn is for all jobs.

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|--|---|---|
| Student Name: _____ | ID# _____ | CU Email: _____ |
| Job Title: _____ | Classification I II III IV V | |
| | Number of Years in this position: _____ | Start Date: _____ |
| Dept. Name: _____ | | <i>(Start date must be after the signing date of the I-9 form and receipt of email approving employment.)</i> |
| Dept. Acct#: _____ | Pay Rate: _____ | |
| <hr/> | | |
| <i>Please indicate each semester the student will be working and the amount of earnings allotted in your department.</i> | Fall 22 _____ Max Earnings: _____ | Spring 23 _____ Max Earnings: _____ |
| <hr/> | | |
| Check one: | Federal Work Study Program _____ | Institutional Funds _____ |
| <hr/> | | |
| *Financial Aid Use | *(FWS) Fin Aid Approval: _____ | *(IWS) Fin Aid Approval: _____ |

Supervisor Signature: _____ Name (Print): _____ Date: _____

STEP 2: TO BE COMPLETED BY THE OUTSIDE ORGANIZATION

The above-named student has been hired to fill the following position:

Position Title: _____

Job Description:

Name of Organization: _____

Address: _____

Phone: _____ - _____ - _____ Fax: _____ - _____ - _____ Email: _____

Direct Supervisor Name: _____ Title: _____

TERMS AND CONDITIONS OF EMPLOYMENT

1. To avoid penalty, students **ARE NOT ELIGIBLE** to begin work until: 1) all required Onboarding tasks are complete in UKG 2) the employment form has been approved by the Financial Aid Office and 3) approval notice sent via email to student and supervisor(s).
2. Student will be paid on an hours-worked basis. Mealtime and travel time may not be counted as hours worked. Earnings are subject to federal and state taxes. Student is authorized to work only up to the dollar eligibility indicated on this authorization. Once the specified allotment is earned, employment may be terminated. If the student wishes to continue working, contact the Financial Aid Office for more information. Earnings allotment is not guaranteed and will not extend beyond the period of employment listed above.

3. Student must maintain at least half-time enrollment status and maintain satisfactory academic progress as defined in the Castleton University Catalogue/Handbook in order to participate in Castleton University's Federal Work-Study employment program. Employment will be terminated for students not meeting the enrollment and/or satisfactory academic progress requirements. Student work schedule must not interfere with the student class schedule.
4. While participating in Castleton University's student employment program, student is expected to conduct self in a professional manner (e.g., regular, punctual attendance, cooperative attitude, respect, confidentiality, etc.) consistent with any employment situation. A breach of confidentiality is just cause for immediate dismissal from position. Employment may be terminated immediately if student misrepresents time entry, the hiring department or the College. If, in the judgment of the hiring supervisor, student is not adequately performing job, student's employment may be terminated.
5. The Financial Aid Office reserves the right to adjust the allotment, if necessary, to compensate for changes in student eligibility and/or funding. All student employment questions or issues should be referred to the Financial Aid Office. Time verification information must be submitted to the supervisor according to the payroll schedule.
6. I have read, understand and accept the terms and conditions of employment as stated above.
7. Castleton University has the right to change student funding between Federal Work-Study and Institutional.
8. All employees of Castleton University are eligible to contribute from their pay to a 403(b) retirement account. Please see the payroll office if you wish to participate.

STEP 3: STUDENT SIGNATURE

I agree to work in this position under the terms of employment as set forth and under the terms and conditions set forth by Castleton University Student Employment.

Student Signature: _____ **Date:** _____

STEP 4: FINANCIAL AID OFFICE AUTHORIZATION

The above-named student is eligible to work under the Federal Work-Study program and has submitted all necessary forms and documents to begin employment.

Financial Aid Approval: _____ **Date:** _____

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| REV: 4/19/2022 |
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