



**FEDERAL WORK-STUDY PROGRAM
EMPLOYMENT AUTHORIZATION FORM
FOR THE ACADEMIC YEAR 2019-2020**

Instruction For Students:

- 1) Student will complete part I of this form.
- 2) Your potential supervisor will complete part II of this form.
- 3) The office of Student Financial Aid Assistance will determine the appropriate eligibility award of the student.
- 4) Please be aware that failure to comply with any of the above requirements may result in potential loss of your Federal Work-Study Grant.

Part I-Student

Student's Name

Student's ID

Home Phone Number

Mobile

Major Course of Study_____

Is this the first time you applied for Federal Work-Study at HCCC? Yes _____ No _____

Would you be interested in working Off-Campus in a community service position?

Please check one

Yes

No

As a student employee and recipient working under the Federal Work-Study Program students agree to the following conditions:

- 1) I can work up to 20 hours per week.
- 2) I cannot work during scheduled class time.
- 3) I have read and received a copy of the Federal Work-Study Program Student Handbook.

Student's Signature

Date

Part II-Supervisor

Supervisors

I have hired the above individual as federal work-study student for the academic year 2019-2020.

Please check one: Yes _____ No _____

Please specify the department location: _____

Name of the Supervisor in charge (Print): _____

Alternate Supervisor (Print): _____

Supervisor Signature

Department Name

Phone

Date

E-mail Address

Part III-Office of Student Financial Aid Assistance

The student named above is authorized to be employee under the Federal Work-Study Program at HCCC during 2019-2020 academic year. The student has been awarded the amount of \$ _____ in Federal Work-Study funds by the Office of Student Financial Assistance as part of the student financial aid package for 2019-2020.

Fall 2019

Spring 2020

The effective date for the student to begin his/her FWS assignment is

Authorized Financial Aid Officer

Date

Hourly Rate

Please be aware that this form is valid only when signed by the Office of Student Financial Aid Assistance, the Supervisor, and the Student.