

UNIVERSITY OF NEW HAVEN  
FEDERAL WORK STUDY AGREEMENT FORM

*(This form **must** be filled out, signed and returned to the Financial Aid Office before you can begin working)*

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

If awarded federal work study funds, I understand the following (please initial each statement):

\_\_\_ My wages will be at least \$8.00 per hour, and must not go below the minimum wage for the State of Connecticut.

\_\_\_ I cannot begin working until all of the appropriate work authorization forms have been signed and returned to the Office of Financial Aid. It is my responsibility to make sure that the forms are returned in a timely manner. If I begin working before I am authorized, it is at my own risk and I may not be paid.

\_\_\_ If I am working for an outside agency and that agency does not agree with the terms of the University of New Haven Federal Work Study contract or policies, I cannot work at that agency under the University of New Haven Federal Work Study Program.

\_\_\_ I will not be paid until all of my paperwork has all of the appropriate signatures and is processed by both the Financial Aid and Payroll Offices.

\_\_\_ I realize that my work study award is a fixed amount and that I will not be paid for hours worked in excess of my award. If I earn money in excess of my award, I understand that other financial aid, including private loans, may be reduced by the overage. Federal work study awards before June 30 of the calendar year and awards after July 1 of the same calendar year are separate awards and time periods and cannot be combined.

\_\_\_ I understand that my federal work study award, if given for the summer, may affect my financial aid eligibility and under federal aid regulation must be considered as part of my family contribution.

\_\_\_ I am only allowed to work at one agency/office under the Federal Work Study program. If I am employed by more than one office under Bursary funding I will not work more than 20 hours combined for any given week. Any overage may cause an inability to pay. The maximum hours can increase to 35 hours during the summer period while not enrolled.

\_\_\_ I understand that my paycheck will be available to me each Friday at 9:00 am at the Bursar's Office as long as I have turned in a timecard for that pay period. Timecards cannot be brought to the Financial Aid Office by anyone but a supervisor and they may not be interoffice mailed or faxed in. Direct deposit is available to students at the Bursar's Office.

Signature \_\_\_\_\_

Date \_\_\_\_\_