

## Work-Study Request 2021-2022

<b>Name:</b>	_____		
<b>Date of Birth:</b>	_____	<b>MSU Denver ID:</b>	_____
<b>E-mail:</b>	_____	<b>Phone Number:</b>	_____
I affirm that I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete.			
<b>Student Signature</b>	_____	<b>Date:</b>	_____
<b>Supervisor Signature</b>	_____	<b>Date:</b>	_____

**Both student and supervisor must sign this form in the above section.**

- ✓ A **FAFSA** and completed financial aid file for the academic year are required to be considered for all Federal and State work-study funds, including No-Need State awards.
- ✓ ASSET students may be considered for work-study funding with a completed financial aid file based on a submitted **CASFA** form.
- ✓ We may reduce offered loans to qualify you for work-study if the loans have not yet been accepted.
- ✓ **IMPORTANT:** If you do not show earnings after the 3<sup>rd</sup> payroll of a semester or 6 weeks from the time your award was accepted, whichever occurs later, any work-study award may be cancelled.

### **Enrollment & Eligibility:**

The minimum enrollment requirement for work-study eligibility is part-time (**3 credits for Graduate students and 6 for Undergraduates**). Awards will not be posted until you are registered part-time and all other eligibility requirements have been satisfied for **Fall and Spring 2021-2022**.

Work-study eligibility requirements can be reviewed on our website as follows:

- **Undergraduates** - <https://msudenver.edu/financialaid/undergraduate/typesofaid/work-study/>
- **Graduate students** - <https://msudenver.edu/financialaid/graduate/typesofaid/work-study/>

### **Supervisor:**

I realize that without a work-study award confirmation from the Office of Financial Aid and Scholarships, this student is not eligible to work in a work-study position.

Student earned work-study in **2020-21**     Student **DID NOT** earn work-study in **2020-2021**

I want to employ this student for:

**Fall 2021**     **Spring 2022**

**Helpful Exercise: Typical Term Award: \$4,000 ÷ Hourly Rate: \_\_\_\_\_ ÷ 20 Weeks: \_\_\_\_\_ = Weekly Work Hours**

# Work-Study Request 2021-2022

Supervisor's Printed Name: \_\_\_\_\_

Position/Title \_\_\_\_\_ Department/Office \_\_\_\_\_

Supervisor E-mail \_\_\_\_\_ Phone \_\_\_\_\_

## **Student:**

### I understand and agree that:

- ✓ Work-study funds are limited, and I may not receive a work-study award
- ✓ I may not work until I have an award accepted by the Office of Financial Aid and Scholarships and all paperwork is approved by the Human Resources Office
- ✓ Colorado Need-Based and No-Need work-study may not be used for off campus employment
- ✓ If I receive outside funding (such as additional grants, scholarships or loans) my work-study may be reduced or canceled
- ✓ If I drop my enrollment to less than part-time (3 credits for a graduate student or 6 for an undergraduate) I will not be eligible to earn work-study for the semester

### **Still looking for a job?**

- Search for on campus job opportunities on the Student Employment page at: <https://msudenver.edu/se/>