

Work-Study Request Summer 2021

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

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

- ✓ **IMPORTANT:** If you do not show earnings after the 3rd payroll of the semester or 6 weeks from the time your award was accepted, whichever occurs later, any work-study award may be cancelled.

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** requirements are met to receive work-study for **Summer 2021**.
- Your award will be determined based on your budget and availability of funds.
- In order to work past **June 30, 2021** you must complete a **2021-2022 (FAFSA) Free Application for Federal Student Aid**.
- To search for on campus job postings, please visit the Student Employment Portal at: <https://msudenver.edu/se/>

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 **2020-21**

Supervisor's Printed Name: _____

Position/Title _____ Department/Office _____

Supervisor E-mail _____ Phone _____

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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
- ✓ No-need work-study may not be used for off campus employment
- ✓ If I am awarded no-need work-study and I submit a FAFSA application, I need to complete my file in order to continue to be eligible for work-study. If I don't complete my file, all earnings will be billed back to my department
- ✓ If I receive outside resources 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

Office Use Only Box: <input type="checkbox"/> Pkg. Req. <input type="checkbox"/> Required Credits <input type="checkbox"/> SAP <input type="checkbox"/> Resident
<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> No-Need <input type="checkbox"/> Inst \$ _____ Date _____ Initials _____