

## Idaho Work Study Agreement Form

### IDAHO WORK STUDY

**Definition:**

An employment program designed to allow Idaho resident students with educational need to obtain work experience related to the student's course of academic study. To be eligible for the program, students must:

1. Meet Idaho residency requirements
2. Be a current BYU-Idaho student taking at least 6 credits\*
3. Be in good standing at BYU-Idaho
4. Meet BYU-Idaho's satisfactory academic progress standards
5. Obtain work responsibilities related to their field of study or future career objectives†

**Procedure for Participation in the Program:**

1. Complete the second page of this form and the Idaho residency form
2. Deliver this form and the Idaho residency form to BYU-Idaho's Human Resources (HR) office
3. If approved, a representative from the HR office will sign this form and provide a copy to the employer
4. If requested, extension of a student's eligibility in the program for the same job requires re-completion of this form, but not the residency form

### EMPLOYER RESPONSIBILITIES

1. Provide BYU-Idaho's HR office with updated job descriptions annually for each position under the program
2. Schedule students to work no more than 20 hours per week for work study jobs
3. Pay students at least monthly
4. Submit reimbursement requests to the HR office within 2 weeks of the start of the new month (e.g., request is due by February 15 for work performed during January); reimbursements will not be made if this is not met
5. Submit to the HR office payroll records showing the time worked per day, signed by both the student and supervisor, plus a summary of hours worked per week (a weekly summary sheet is provided by BYU-Idaho)

### STUDENT RESPONSIBILITIES

1. Register for at least 6 credits
2. Work no more than 20 hours per week
3. Inform the employer and BYU-Idaho HR office immediately if changing the course of study most applicable to the job (see second page of this form) or if dropping below 6 credits
4. Meet BYU-Idaho's satisfactory academic performance standards

\* Eligibility includes the breaks between the fall/winter and winter/summer semesters, but not between the summer/fall 7-week semester break.

† If work responsibilities are related to future career objectives and not to a student's major or minor, a statement from an academic advisor or professor indicating the connection with career objectives is required in addition to this form.

STUDENT'S NAME

STUDENT'S I NUMBER

STUDENT'S EMAIL

STUDENT'S PHONE NUMBER

COMPANY NAME

SUPERVISOR OR CONTACT PERSON

COMPANY PHONE NUMBER

COMPANY ADDRESS

EMPLOYER'S EMAIL

EMPLOYER'S PHONE NUMBER

Job Title: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Course of Study Applicable to Job: \_\_\_\_\_  
Major Minor Other (circle the appropriate one)

Description of Duties (use separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature

Date

Student Signature

Date

**This section is completed by BYU-Idaho's HR office**

Approved  Extension of Prior Approval · Award Amount Approved: \_\_\_\_\_

Not Approved, Reason: \_\_\_\_\_

Signature of BYU-Idaho HR Representative

Date