



Federal Work-Study Student Employment Authorization Form

Notice to Student: Please be advised that this form must be completed, in its entirety before you will be authorized to work or receive a paycheck. Also, your work-study earnings will not be applied to your bill and that you must stop working when your total dollar award has been earned.

Section I: The student completes Section I of this form.

Section II: Department that hires you completes Section II.

Section III: Financial Aid Federal Work-Study Coordinator completes Section III of this form.

Section IV: Personnel FWS Coordinator does Section IV and instructs you as to other necessary steps.

Section I To be completed by the student

NCC ID# Student's First Middle Last

Street Address City State Zip

Cell#: Home #

Section II To be completed by department that hires student

The above named student will be employed in the department effective as a Federal Work-Study Student. Dept. Code:

By signing below I/we understand that FWS students cannot exceed 39 hours per pay period and student may work until allocated amount has been exhausted or student no longer meets the requirements.

Supervisor's Signature Date Ext NCC email

Dept. Chair's Signature: Date Ext NCC email

Section III To be completed by Financial Aid Representative

The above mentioned student is hereby authorized to work under the Federal Work-Study Program for the academic year.

Total Award: \$ @ \$ /per hour.

Student Signature Date Financial Aid Representative

Section IV To be completed by Personnel FWS Coordinator (Tower 7th Floor)

Personal signature Date

A completed copy of this form must be filed in the student's financial aid records in order to complete the award process of Federal Work-Study funds.