



AN HONORS UNIVERSITY IN MARYLAND  
 Office of Financial Aid and Scholarships  
 1000 Hilltop Circle  
 Baltimore, MD 21250

Phone: 410-455-2387  
 Voice/TTY: 410-455-3233  
 Fax: 410-455-3322

E-Mail: <http://financialaid.umbc.edu/contact-form/>  
 WEB: <http://financialaid.umbc.edu/>

## 2016-17 FEDERAL WORK-STUDY HIRE FORM

STUDENT NAME: \_\_\_\_\_ UMBC ID# \_\_\_\_\_

(PLEASE PRINT)

### STUDENT CERTIFICATION

- I HAVE BEEN AWARDED FEDERAL WORK-STUDY (FWS) AND HAVE DOCUMENTED THIS AWARD TO MY PROSPECTIVE EMPLOYER TO VERIFY ELIGIBILITY.
- I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS OF MY EMPLOYMENT LISTED IN THE STUDENT FEDERAL WORK-STUDY TERMS AND CONDITIONS.

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**STUDENT EMAIL**

\_\_\_\_\_  
**PHONE**

### EMPLOYER CERTIFICATION

- I CERTIFY THAT THE STUDENT HAS A VALID FEDERAL WORK-STUDY AWARD.
- I CERTIFY THAT I HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES AS OUTLINED IN THE EMPLOYER FEDERAL WORK-STUDY HANDBOOK.

\_\_\_\_\_  
**AUTHORIZED EMPLOYER (Please print)**

\_\_\_\_\_  
**EMAIL**

\_\_\_\_\_  
**EXTENSION**

\_\_\_\_\_  
**POSITION HIRED FOR**

\_\_\_\_\_  
**HOURLY RATE**

\_\_\_\_\_  
**ANTICIPATED HOURS PER WEEK**

\_\_\_\_\_  
**AUTHORIZED EMPLOYER SIGNATURE**

\_\_\_\_\_  
**DEPARTMENT (Please Print)**

\_\_\_\_\_  
**DEPT. BUDGET RECONCILER NAME (Please print)**

\_\_\_\_\_  
**BUDGET RECONCILER'S EMAIL**

THIS STUDENT IS NOT CERTIFIED TO EARN FWS FUNDS UNTIL THIS BOX IS COMPLETED BY THE OFFICE OF FINANCIAL AID AND RETURNED TO THE EMPLOYER.

### FINANCIAL AID OFFICE USE ONLY:

**AUTHORIZED AWARD AMOUNT:**

FALL \_\_\_\_\_ SPRING \_\_\_\_\_ TOTAL \_\_\_\_\_

VALID JOB DESCRIPTION ON FILE:  YES  NO

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_