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## 2017-18 FEDERAL WORK-STUDY TERMS AND CONDITIONS

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- Student must have a valid FAFSA on file for the 2017-2018 award year.
- Student must be enrolled at least half time (6 credits) each semester employed under FWS.
- Student may not continue to work in a FWS position if the student withdraws from the University for the semester or academic year. Employment must cease from the point that the student withdraws.
- Student must have received a 2017-2018 FWS award (can view and print awards from myUMBC under Topics, Billing & Personal Finances). The award indicates the annual amount available for the student to earn.
- **No student may earn more than his/her award per semester. Any remaining funds from the prior term may not be carried into the next term to be earned without obtaining prior permission from the Federal Work-Study Coordinator in the Office of Financial Aid & Scholarships.** The student should maintain records of his/her earnings. Students who exhaust his/her FWS award must cease employment or must make prior arrangements with his/her supervisor to continue working using non – Federal-Work Study funds.
- Student may not work more than one FWS job simultaneously.
- Student must be provided with a current job description that clearly defines student's duties.
- Student must arrange a mutually agreeable work schedule with his/her supervisor and adhere to it.
- Student must keep an accurate time sheet that is certified by his/her supervisor bi-weekly prior to submission for payment.
- Student will earn a bi-weekly paycheck. *Please note student's first paycheck will be delayed by up to 4 weeks.*
- Some departments may require student to work during holidays and/or breaks so that services may continue uninterrupted. This expectation will be made clear during the interview and hiring process.
- Dress code will be established by department supervisor.
- Supervisors must accommodate the student's study/exam schedule during mid-terms and final exams.
- Federal Work-Study employees/employers must adhere to all University policies and procedures, including, but not limited to the Smoking, Substance Abuse and Sexual Harassment Policies. For more information on these and other policies visit the UMBC Human Resources website at <http://www.umbc.edu/hr>. Students may be required to undergo various additional trainings related to these policies.
- Student must provide prior notification to supervisor of inability to report for scheduled work hours.
- Student must provide a five day prior notice in writing before resigning from a position. Supervisors must also provide a five day prior notice in writing to the student for termination for reasons other than exhaustion of FWS funds.