

# Parker University Work Study Application & Agreement

You, the Student, **MAY NOT** begin work until the below steps have been completed and student is cleared through all necessary departments. For a list of departments that might be hiring this term, please visit [My.Parker.com](http://My.Parker.com). Student Services>Financial Aid>Loans/FAFSA/Federal Work Study Program.

## Step One: Complete Student Information

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Student Primary Phone Number \_\_\_\_\_

Student Personal Email Address \_\_\_\_\_ Student Parker Email Address \_\_\_\_\_

## Step Two: Submit to Financial Aid: Submit to the Financial Aid Office to Determine Eligibility

- (a) Is student eligible for federal work study based on the FAFSA? **Y N**  
(b) Agreement Beginning Date: \_\_\_\_\_ Agreement Ending Date: \_\_\_\_\_  
(c) Total amount student may earn throughout the year (hours x pay rate x weeks in term for year): \$ \_\_\_\_\_  
(d) Financial Aid Officer Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Step Three: Visit Prospective Employer: Have Your Supervisor Complete this Section

- (a) Estimated hours per week student will be working (not to exceed 20): \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_  
(b) Has the Supervisor confirmed there is a job description on file for this position? Yes \_\_\_\_\_ No \_\_\_\_\_  
(c) Student's job title: \_\_\_\_\_

Department (print): \_\_\_\_\_ Supervisor (print): \_\_\_\_\_

*As the supervisor, I understand that it is my responsibility to provide a copy of this completed form to the Financial Aid Office within 2 business days for processing.* As the supervisor, I understand that it is my responsibility to be a role model for my student. **I also understand that it is my responsibility to monitor the hours worked by my student and approve that time worked thru the Paycom system or on a timesheet, students will not be paid for unapproved time.** If the hours exceed the stated award amount, I may be held responsible for that student's compensation. I understand that signing off on false federal work-study timesheets is against the law. *I understand that a student cannot begin work until I receive an email from HR, verifying that the student is ready to work.*

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Step Four: Student Agreement and Signature: Read, sign, date & return to the Financial

Aid Office. **YOU MAY NOT BEGIN WORKING UNTIL THIS FORM AND ALL OF THE REQUIRED HUMAN RESOURCES PAPERWORK ARE COMPLETED.**

I understand that I CANNOT exceed the amount of work-study listed of my Financial Aid Offer Notification. It is MY responsibility to adhere to all Parker University rules and regulations available in the University Catalog and Student Handbook (online) and violation of any of these rules is subject to termination. In addition, **if I falsify my timesheet, violate the University FERPA Privacy Agreement and other rules, or if I am placed on academic suspension/dismissal, I will be subject to immediate termination.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### *Financial Aid Use Only*

- Processed through PFAIDS & HR  
 Student notified

Signature: \_\_\_\_\_  
Total Award Amount: \_\_\_\_\_  
Date: \_\_\_\_\_