

Work-Study Agreement

2023-2024



Section A: To be completed by the Student

Student's Name: _____ Banner ID: @ _____

Student's Email: _____ Student's Phone #: _____

Please Select One: ☐ New Student Employee ☐ Returning Student Employee (Employee # _____)

I understand that pre-employment background checks may be required as part of the hiring process. I understand my Federal Work-Study eligibility may change if I receive resources such as scholarships or if I enroll part-time. I understand that in order to continue working past the end of the semester, it is required to have a completed and processed FAFSA, be registered for 6 credits in the next semester, and be in good academic standing for financial aid.

Student's Signature: _____ Date: _____

Your signature indicates acknowledgement and acceptance of all Work-Study Program policies.

Section B: To be completed by the Supervisor

Supervisor's Name: _____ Department: _____

Supervisor's Email: _____ Supervisor's Phone #: _____

Student Job Title: _____ Campus: _____

Agreement is for: _____ Requested Start Date: _____ Requested End Date: _____

Average # of Hours per Week: _____ (Cannot exceed 20 hours)

Enter the expected work schedule for the semester. Students are not permitted to work during scheduled class times.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Scheduled Work Hours								

Earnings above the maximum approved award for each applicable semester will be charged to the supervisor's department.

Supervisor's Signature: _____ Date: _____

Your signature indicates acknowledgement and acceptance of all Work-Study Program policies.

After Section A and B are completed, the student must return this form to the Campus Financial Aid Office or upload through the portal at <https://cscu.easy-forward.com>.

Section C: To be completed by the Campus Financial Aid Office

Financial Aid Staff's Name: _____ Campus: _____

Fund Type: _____ Work-Study Award \$ _____

Job Title: _____ Hourly Rate: _____

Financial Aid Staff's Signature: _____ Date: _____

Your signature indicates that the Financial Aid Office approved the student for work-study, the award is posted, and the Student Employment Authorization has been created.

FINANCIAL AID OFFICE USE ONLY

☐ RRAAREQ – Code: 24WSFA, 24WSSP, or 24WSSU (Work-Study Agreement)

☐ RJAPLBD – Record for Department & Supervisor

☐ RJRPLRL – Records for General Worker Position & Allocation (FinAid – Student Aid & FinAid – Institutional Set As)

☐ RJASEAR – Student Employment Authorization ☐ Approval sent to Human Resources Date: _____

Work-Study Program Policies

Before students can start working each semester they must:

1. Complete the work-study agreement and all forms required by Human Resources (HR).
2. Accept the work-study awards posted in [myCTState](#) for the semester(s) they want to work.
3. Enroll in at least 6 eligible credits for the semester they want to work.
4. Wait until the first day they were approved to work. The supervisor must receive a confirmation email from HR indicating the student's employment was processed by HR and they can start working.

Students must stop working when any of the following situations occur:

- Their enrollment drops below 6 eligible credits required for their qualifying degree or certificate during the semester they were approved to work.
- They fail to meet the [Satisfactory Academic Progress \(SAP\) Requirements](#) for Financial Aid.
- They are notified by the supervisor or the Financial Aid Office that they must stop working.
- **Students must stop working by the end of the semester they were approved to work or when they have earned their full work-study award for a semester (whichever occurs first).** The only exception is for students who were approved for a Fall & Spring work-study award; these students may continue working after the fall semester ends if they are registered for at least 6 eligible credits for the following spring semester and if they continue to meet the SAP requirements after fall grades post. Any unearned portion of a fall semester work-study award can be earned during the spring semester if the student remains eligible.
- Any unearned portion of a Fall/Spring work-study award cannot be earned after the end of the spring semester. A new work-study agreement must be completed and approved for the summer term in order for the student to work during the summer. The Financial Aid Office will email the supervisor if a summer work-study agreement is approved.

A supervisor's department budget may be charged if:

- A student's earnings exceed the student's approved work-study award during the applicable semester. Please keep track of earnings.
- The supervisor allows a student to start working before the student is eligible to start working.
- The supervisor allows a student to continue working after the student is no longer eligible. Please see the requirements listed above.
- A student continues working after the student's work-study agreement ends.
- Timesheets are approved after the work-study agreement has ended and it is too late to charge the wages to the work-study program.

General Policies:

- Work-study students are not allowed to work more than 20 hours per week.
- Work hours cannot conflict with class time.
- All work-study awards are contingent on the student's continued eligibility, funding, and approval by HR and the Financial Aid Office.
- If a student stops working for any reason, the supervisor must immediately report this to the Financial Aid Office and the supervisor must terminate the student if they will not resume working by the beginning of the next pay period. Supervisors must email the Financial Aid Office and Human Resources to terminate students.

If you have questions or concerns regarding the Work-Study Program, please contact the Financial Aid Office.