



## 2016-2017 FWS Contract

Student's Name: \_\_\_\_\_ **(please print)**

Department: \_\_\_\_\_ Position: \_\_\_\_\_

The above named student is hired to work for the Fall 2015/Spring 2016 academic year for the above specified position.

**Pay rate May 2016 (effective Academic Year 2016-2017) = \_\_\_\_\_/hour**

***Student will be paid the higher pay rate until the FWS funds have been exhausted, or the student reaches their unmet need as determined by their FAFSA.***

Please attach a copy of a job description including normal working hours.

Your pay will be direct deposit like all other work study, unless specified otherwise. Any requests to modify the payment method, must be submitted to the business office in writing. Please allow one week to update your payment methods prior to processing.

It is the student's responsibility to clock in and out properly to ensure prompt payment. Failure to be responsible in this area could terminate this contract.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Office signature \_\_\_\_\_ Date: \_\_\_\_\_

Copy to work study supervisor

Copy to Financial Aid office

**Original to Payroll**