

For Financial Aid Office Use Only

For Work-Study Use Only

Job:

Approved: _____ Denied: _____ Date: _____

Amount meets the minimum required:

Yes _____ No _____ Approved by Ana Lebon

Student:

Approved: _____ Denied: _____

Reason for denial

Work-Study Signature: _____ Date: _____

(Do not process if unsigned)

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Approved _____ Denied _____

Original award: \$ _____ New Award: \$ _____ *

***(GWSP award (summer + academic year) cannot exceed \$15,000)**

Counselor comments:

Counselor Name: _____ Date: _____

(Counseling: use unmet need and/or un-disbursed loan amounts to award/ increase student's work-study award. Do not bill student to award.)

Student Requirements

- Submit the 2011-2012 FAFSA by the priority filing deadline: March 2, 2012
 - Must demonstrate work-study eligibility and have sufficient financial need during the academic year
 - Must have identified a prospective Graduate Work-Study position
 - Students must be enrolled at least half time (four units). Students employed in TA or GSR titles need to be enrolled in 12 units.
 - A student who has submitted this form and has been approved for Academic Year GWSP funding:
 - will receive an Electronic Financial Aid Notification (eFAN). The student must accept the Work-Study award on the eFAN.
 - must complete University hiring documents (with the hiring department). Students are required to present Identity and Employment eligibility verification when completing hiring documents as listed on form I-9 (<http://www.uscis.gov/i-9>). **Note: be sure to read the “Special Instructions” found on the web page above (before accessing form I-9).**
 - Approved GWSP students may work a maximum of 20 hours a week throughout the participation period (Oct. 3, 2011-June 15, 2012). During winter break (Dec.11- Dec. 31, 2011) and spring break (Mar. 25-Mar. 25, 2012) students may work a maximum of 40 hours per week.
- For students wishing to participate with an off-campus employer (See Employer Requirements below)

Employer Requirements

On-Campus departments:

- The deadline for departments to submit GWSP position descriptions to Ana Lebon is **November 21, 2011**.
- Must pre-qualify each distinct Graduate Work-Study position by a) completing a “Petition for Graduate Work-Study Position” (form attached below) or b) post the position directly to the online work-study job bulletin, and send an email to Ana Lebon thereafter with the job # for her review and approval.
- With approved GWSP position(s) must submit an annual on-campus agreement to participate in the Work-Study Program.
- For positions approved by the Graduate Student Support office, the hiring department must submit an online referral form for each student hired under the program. **A student may NOT begin participation under GWSP until his/her online referral form has been submitted via the Work-Study website.**

Off-Campus employers:

- Must pre-qualify each distinct Graduate Work-Study position by completing a “Petition for Graduate Work-Study Position” (form attached below). The petition should be sent directly to Sherman Chew, Graduate Student Support Office, 1228 Murphy Hall, Box 951444, Los Angeles, CA 90095 or emailed to schew@gdnet.ucla.edu
- Off-campus employer must submit a Graduate Federal Work-Study program agreement packet to the Work-Study office. **Note that pre-qualification of GWSP position as described above does not guarantee agency participation approval.** First-time employers must submit the GWSP agreement packet by November 21, 2011 to be considered for participation.
- Approved employers must complete and sign each student participant’s referral form and must direct students to visit the Work-Study office to complete hiring documents. **A student may NOT begin participation under the GWSP until the employer has received authorization from the Work-Study Office to do so. Visit the following website for more information:**
<http://www.fao.ucla.edu/workstudy/offcampus.html>

Graduate Work-Study FAQs

Q: What kind of off-campus employers can participate in the graduate work study program and how can they sign up?

A: Community service based non-profit employers can be considered for participation in the program by submitting an Off-Campus Employer Agency Agreement to the Work-Study Office no later than November 21, 2011. Please contact the Work-Study Office at (310) 206-0446 to request an agreement packet.

Q: How will I know that I have received Academic Year Work-Study?

A: After you have submitted pages 1 and 2 of the application, both the Graduate Student Support and the Financial Aid Office will review your request. If your request is approved you will receive an eFAN notifying you of the award change. You and your prospective employer will be contacted directly if your application is denied.

Q: What are the steps involved to participate in the Graduate Work-Study Program (GWSP).

- A:
- You and your prospective employer must fill out the above forms and submit them to the Financial Aid Office
 - Wait for approval/denial from Graduate Student Support and/or Financial Aid
 - If your request is approved, an eFAN will notify you of your award and your employer will be contacted directly.
 - If your request is denied, you and your employer will be contacted directly.
 - After accepting your award, a referral form will be generated for you. If you are working on campus your employer will need to submit this form online; if you are working off campus you must print out your referral form, have your employer fill it out, and bring it back to the Work-Study Office.
 - Fill out hiring paper work with your hiring dept. (Note: If you are working off campus your hiring dept. is the Graduate Work-Study Office)
 - You may now begin working during the academic year from October 3, 2011 through June 15, 2012.

Q: When can I start working?

A: You can begin working after you have received and responded to the eFAN notifying you of your award change, your referral form has been submitted, you have filled out payroll paper work (please refer to Student requirements) and you are within the participation dates for the Academic year (**Oct, 3, 2011 through June 15, 2012**).

Q: What is my hourly rate?

A: The hourly rate for all Work-Study students is determined by the student's employer and must be appropriate to job description and other employee pay rates under similar job descriptions.

Q: How many hours can I work per week during the academic year?

A: Throughout the entire academic year participation period (Oct. 3, 2011-June 15, 2012) you may work a maximum of 20 hours a week. During the interquarter periods **only** (winter break and spring break) you may work a maximum of 40 hours a week. Interquarter participation dates are: winter (Dec. 11, 2011-Dec. 31, 2011) and spring (March 25-March 31, 2012).

Q: How and when do I get paid?

A: In order to be paid, students must complete and sign a biweekly timesheet for each period worked. On campus employers will process payroll for students. For off campus employers, authorized agency representatives must approve and submit the timesheet to the Graduate Work Study Office by faxing it to **(310) 206-5530**. Please remember to sign up for direct deposit through your hiring dept. by submitting a voided check.

Q: What is Work-Study?

A: Work-Study is a federally funded program that enables students to earn money for college costs through part-time employment. The federal government pays a portion of the students' wages and the employer pays the balance. The program provides an opportunity for students to secure academic and/or career-oriented employment. All monies earned under Work-Study are considered non-income according to FAFSA, and therefore will not affect your financial aid eligibility for the following year.