

# GRADUATE WORK-STUDY PROGRAM

## APPLICANT PARTICIPATION REQUEST (Academic Year 2009-2010)

NAME (Please print)

UCLA ID NUMBER

### Program Summary

The Graduate Work-Study Program is designed to assist students with practical work experience by subsidizing the payroll of qualified employers who hire them. GWSP is a need based Federal student aid program that must be earned through program approved employers. The Graduate Student Support office reviews and approves positions under GWSP as each job must be closely related to a participant's degree objective. Students may participate in the program (see Student Requirements below) based on their approved program allocation as awarded through the Financial Aid Office. Participants must be enrolled at least half time (four units) to receive GWSP funding. The GWSP participation period for the academic year 2009-10 is between October 1, 2009 and June 11, 2010. No student may begin working in an approved GWSP position until all requirements below have been met.

**Note: GWSP funding is an earnings opportunity (NOT a stipend)**

### Student Requirements

- Submit the 2009-2010 FAFSA by the priority filing deadline: March 2, 2009
- Must demonstrate work-study eligibility and have sufficient financial need during the academic year
- Must have identified a prospective Graduate Work-Study position (see page 3)
- Students must be enrolled at least half time (four units). Students employed in TA or GSR titles need to be enrolled in 12 units.
- Must be placed prior to the academic year placement deadline: December 11, 2009\*
- 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. 1, 2009-June 11, 2010). During winter break (Dec.13, 2009-Jan. 2, 2010) and spring break (Mar. 21-Mar. 27, 2010) 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:**

- Must pre-qualify each distinct Graduate Work-Study Program position by completing a "Petition for Graduate Work-Study Position" (form attached below). The petition should be returned to the prospective student participant.
- 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 returned to the prospective student participant.
- 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 23, 2009 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 GWSP until the employer has received authorization from the Work-Study Office to do so.**

### Student GWSP Participation Request:

Fill in requested GWSP amount for Academic Year Work-Study: \$ \_\_\_\_\_ **\*(min. \$5000).**

*\* Please note: the maximum GWSP award (summer + academic year) cannot exceed \$15,000.*

I, the undersigned, have read and understood the above information concerning Academic Year GWSP participation and agree to adhere to those guidelines. I understand that I may not begin employment until my employer has received authorization from the Work-Study Office. *I further understand that a work-study award or increase to my existing award may require a reduction to one or more of the following 09-10 awards: Federal unsubsidized loan, Federal subsidized Stafford loan or Federal Perkins loan. The reduction will appear on my academic year Electronic Financial Aid Notification (eFAN).*

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

Email address: \_\_\_\_\_ Local phone #: \_\_\_\_\_

**Return first three pages of packet to  
Graduate Student Support Office**

### School/Departmental Authorization:

Job number: \_\_\_\_\_. Must have Graduate Division's approval. If this job has not been approved by Graduate Division, this petition will not be approved.

School/Department: \_\_\_\_\_ Campus extension: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Graduate Division Use Only**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Reason for denial:

**For Financial Aid Office Use Only**

Work-Study Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Do not process if unsigned)

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.)

# Employer's Petition for Graduate Work-Study Position (2009-2010)

**Note: Student must deliver this completed petition to Graduate Student Support before he/she may submit the request to participate above.**

## Position Information

On-Campus \_\_\_\_\_

Off-Campus \_\_\_\_\_

Position Title: \_\_\_\_\_ Pay Rate \_\_\_\_\_ Total Hours per Week: \_\_\_\_\_

## Potential Employer Authorization

Organization/Campus Dept Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Job Description** (Please attach separate sheet of paper if additional space is needed):

## **Qualifications** (Please attach separate sheet of paper if additional space is needed):

## **FOR GRADUATE DIVISION USE ONLY**

Approved  Denied \_\_\_\_\_

Reason for denial:

## Important Academic Year Work-Study Questions and Answers

### **Q: What kind of Off-Campus employers can participate in Work-Study 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. Please contact the Work-Study Office at (310) 206-0446 to request an agreement packet (Note: if you are a first time UCLA Work-Study Potential Employer you must submit your packet by November 23, 2010 in order to participate in academic year).

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

A: After you have submitted the above forms both the Graduate Student Support and the Financial Aid Office will review and approve or deny the forms (your funding request and the job description). If all forms are approved you will receive an eFAN notifying you of the award change. You and your prospective employer will be contacted directly if denied participation.

### **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 Graduate Student Support Office.
  - Wait for approval/denial from Graduate Student Support and Financial Aid
  - If approved an eFAN will notify you of your award change and your employer will be contacted directly.
  - If 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 Work-Study Office)
  - You may now begin working during the academic year from October 1, 2009 though June 11, 2010.

### **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, 1, 2009 through June 11, 2010**).

### **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. 1, 2009-June 11, 2010) 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. 13, 2009-Jan. 2, 2010) and spring (March 21-March 27, 2010).

### **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 Work-Study Office by faxing it to the following number **(310) 206-5530**. Please remember to sign up for direct deposit through your hiring dept. by submitting a voided check.

### **Q: What is the benefit of 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 and all monies earned under Work-Study are considered non-income according to FAFSA; therefore not effecting your financial aid eligibility for the following year.