

GRADUATE MASTERS' WORK-STUDY PROGRAM APPLICANT PARTICIPATION REQUEST (SUMMER 2011)

NAME (Please print)

UCLA IDENTIFICATION NUMBER

Program Summary

The Graduate Federal Work-Study Program (GWSP) is designed to assist graduate 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. Generally, summer participants must be enrolled at least half time (four units) to receive GWSP funding, however, students also have the option of participating in the summer program without being enrolled (see Non-Enrollment Conditions). The GWSP participation period for the summer 2011 is between July 1, 2011 and September 9, 2011. No student may begin working in an approved GWSP position until all requirements below have been met. The program requires a 70 (Work-Study share)/30 (departmental share) split of earnings. **Note: GWSP funding is an earnings opportunity (NOT a stipend).**

Student Requirements

- Submit the 2010-2011 FAFSA by the priority filing deadline: March 2, 2011
- 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).*
- Must be placed prior to the summer placement deadline: August 13, 2011**
- A student who has submitted this form and has been approved for summer 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).**

* Additional requirements apply to students who are not enrolled (See Non-Enrollment Conditions below)

** For students wishing to participate with an off-campus employer (See Employer Requirements below)

Non-Enrollment Conditions:

Students may participate in GWSP during the 2011 summer period without being enrolled provided they intend to be actively enrolled during the 2011-12 academic year. **Important note: participating in the summer without being enrolled will subject the participant to a reduction of his/her 2011-12 academic year financial aid eligibility.** This reduction in financial aid is based on the summer GWSP allocation granted (see FAQ's below for additional information).

Example of Impact to Academic Year Eligibility:

\$32,000 → Original 2011-2012 Academic Year Financial Aid Eligibility
- 5,000 → Reduction to Academic Year Financial Aid
\$27,000 → Revised 2011-2012 Academic Year Financial Aid Eligibility

Notes:

- Figures above are for simulation purposes only; actual figures will vary from student to student based on confirmed financial aid eligibility
- GWSP is considered payroll and subject to all applicable withholdings and taxes

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 July 23, 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 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 Summer 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 Summer 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 if I am not enrolled, my 2011-12 academic year financial aid eligibility will be reduced. 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 the
Financial Aid Office
A-129J Murphy Hall

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 Work-Study Use Only

Job:

Approved: _____ Denied: _____ Date: _____

Amount meets the minimum required:

Yes _____ No _____ Approved by Ana Lebon (see attached verification)

Student:

Approved: _____ Denied: _____

Reason for denial

Work-Study Signature: _____ Date: _____

(Do not process if unsigned)

For Financial Aid Office Use Only

Approved _____ Denied _____

Original award: \$ _____ New Award: \$ _____ (\$15,000 Maximum)

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 the student)

Important Summer Work-Study Questions and Answers

Q: What must I do first?

A: Submit the 2011-2012 Free Application for Federal Student Aid (FAFSA) **to the processor** before March 2, 2011.

Q: Are there any other forms I must submit?

A: Yes. In addition to the FAFSA, students must submit a completed Summer 2011 Work-Study Application to the Financial Aid Office A-129J Murphy Hall.

Q: What kind of agencies can participate in work-study and how can they sign up?

A: Government agencies or community based not for profit organizations can be considered for participation in the program by submitting an Off-Campus Employer Agency Agreement to the Work-Study Office. If the agency has not participated in the Work-Study Program previously, the agency representative (not the student) must contact the Work-Study Office at (310) 206-0446 to immediately request an agreement packet.

Q: How will I know that I have received summer work-study?

A: When a student's FAFSA is processed by the central processing agency, the UCLA Financial Aid Office will electronically confirm the student's FAFSA information. Once confirmed, the student's eligibility for work-study is determined and a *summer* Financial Aid Notification (FAN) is sent to the student's email account.

Q: How do I inform the Work-Study office where I intend to work?

A: When the student has accepted his/her summer award and returned the FAN, a **Job Referral Form**, will be generated. *It is imperative that students respond to the summer FANS, immediately, otherwise the Job Referral cannot be issued.* Once you receive your Job Referral Form, an authorized employer must complete it and the entire form must be presented to the WS Office to complete payroll paperwork.

Q: When can I start working?

A: Before you can begin working, you must first visit the Work-Study Office during their office hours to complete payroll documents. Students must bring the following to the office visit: 1. Application Form complete with departmental approval 2. An acceptable picture ID (Driver's License or Passport) and 3. A social security card (non-citizens must also present a permanent resident card). **The standard Summer Work-Study participation dates for this summer are from July 1, 2011 to September 9, 2011.**

Q: What is my hourly rate?

A: The hourly rate for all work-study students is determined by the student's employer according to payroll title and pay plan.

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 then approve and submit the timesheet to the Work-Study Office by faxing it to the following number **(310) 206-5530**.