

GRADUATE WORK-STUDY PROGRAM APPLICANT PARTICIPATION REQUEST (SUMMER 2009)

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. 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 2009 is between July 1, 2009 and September 11, 2009. 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).*
- Must be placed prior to the summer placement deadline: August 14, 2009**
- 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 2009 summer period without being enrolled provided they intend to be actively enrolled during the 2009-10 academic year. **Important note: participating in the summer without being enrolled will subject the participant to a reduction of his/her 2009-10 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:

\$5,000 Student summer GWSP allocation
- 827 Transportation Allowance
\$4173 Reduction to Academic Year Financial Aid

\$29,961 → Original 2009-2010 Academic Year Financial Aid Eligibility
- 4173 → Reduction to Academic Year Financial Aid as calculated above
\$25,788 → Revised 2009-2010 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 24, 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 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 2009-10 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
Graduate Student Support Office
1228 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 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: \$ _____ **(\$10,000 Maximum)**

Counselor comments:

Counselor Name: _____ Date: _____
(Counseling: use unmet need and/or un-disbursed loan amounts to award/ increase student's work-study award.)

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 Summer 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 July 24, 2009 in order to participate in summer).

Q: How will I know that I have received summer 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 for summer from July 1, 2009 though September 11, 2009.

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 summer (**July 1, 2009 through September 11, 2009**).

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 summer?

A: Only students approved for the Graduate Work-Study Program can work a maximum of 40 hrs a week during the summer (July 1-Sept. 11, 2009). If you are enrolled we recommend but do not enforce a maximum of 20 hrs per week. Please note that during the academic year GWSP approved students may only work a maximum of 20 hrs a week and a maximum of 40 hrs a week during break (winter and spring only).

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: If I am not enrolled, what happens if I do not earn my entire allocation during the summer?

A: At the end of the summer your earnings will be reevaluated based on actual earnings.