



Office of Financial Aid and Scholarships

New Mexico State University
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Work-Study Certification Form

Academic Year \_\_\_\_\_

Student Certification:

I, \_\_\_\_\_ know:
Print Name Aggie ID

- I must comply with Satisfactory Academic Progress requirements for work-study employment.
I must enroll in at least 6 credit hours (undergraduate) or 5 credit hours (graduate).
If I am graduating, I may not work past the date of course work completion.
I may have only one type of work-study award each academic year.
I must monitor my earnings so I do not exceed my work-study award amount.
I must inform the Financial Aid office and my employer of additional scholarships or other awards I receive for the current year that might change my original work-study award amount.
I may visit with my Financial Aid Advisor for a possible increase, if my award is exhausted.
I must comply with my employer's dress code and general rules of conduct.
I must comply with my employer's rules regarding confidentiality of student/client records that I encounter.
I must maintain accurate records of my hours worked and submit them in a timely manner.
I have the right to question duties not included in my job description.
I have the right to terminate my employment without notice, and the responsibility to give reasonable notice, whenever possible.
My employer must conform to basic non-discrimination and employment rights.
I have the right to file a grievance, if serious problems warrant such action.
Unused work-study funds will be canceled at the end of every semester.

Student Signature

Date

Employee Certification:

I will:

- Allow work-study employees to start work only after the hiring procedures are complete and student eligibility is established.
Request an update from the student(s) at the end of every semester to ensure student is in good academic standing.
Train and supervise work-study employees, as needed.
Clearly define duties in compliance with the job description.
Monitor work-study earnings so awards are not exceeded.
Verify data on requisitions and time sheets for each pay period, and make changes, as needed.
Resolve problems with employees.
Provide the student with a reason for termination of employment.

I know:

- Students must maintain at least 6 credit hours (undergraduates) or 5 credit hours (graduates).
Student must maintain Satisfactory Academic Progress according to Financial Aid office regulations. Work-study awards may be subject to change if the student receives additional scholarships/resources.
A graduating student's employment must be terminated on the last day of course work completion; The last day of classes is the last day a graduating student is allowed to work.
100% of additional student earnings of ineligible for work-study employment students will be paid by the employer. The Financial Aid office will submit a Labor Redistribution Form (ELR) and an Electronic Personnel Action Form (EPAF) which will switch the employment from a work-study position to regular employment, effective the first pay period after the overage has occurred.
Failure to submit payment of the University's portion of the salary in a timely manner may result in immediate termination of the work-study contract (off-campus agencies only).

Supervisor's Signature

Date

Department/Agency