

# FEDERAL WORK- STUDY AWARD TRACKING SHEET

This form will assist you in monitoring your allotted Work-Study award on a monthly basis. Please read the following instructions carefully.

## **When may I begin working?**

You are not permitted to work until you have received an email from Stephanie Hess, Financial Aid and Placement Assistant, to confirm your start date.

## **How many hours per week should I work?**

Most students work an average of 8 hours per week. While class is in session, you are not to exceed 20 hours per week. During times that classes are not in session (Winter Break and Spring Break only), you may schedule more than the recommended 20 hours, not to exceed 40 hours per week.

## **What do I do after I reach my Work-Study award limit?**

You may appeal your Work-Study award by contacting the Financial Aid Office. Appeals will be granted if funds are available and the student has financial need. Otherwise, you should inform your employer and inquire about the possibility of being paid out of the department's own budget. **IF NEITHER OPTION IS FEASIBLE, YOU MUST STOP WORKING.**

## **Earnings worksheet**

Total Award: \$ \_\_\_\_\_

<b>Pay Date</b>	<b>Gross Pay</b>	<b>Remaining Award</b>

**Please remember: It is YOUR responsibility to monitor your Federal Work-Study Award.**