



**2010-2011 UNTHSC WORK-STUDY VERIFICATION FORM**

**I. Completed by the student**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Will you work for another department at UNTHSC? \_\_\_\_\_

**If no**, go to the section II. **If yes**, is it a FWS position? \_\_\_\_\_ Hours per week worked? \_\_\_\_\_

Additional hours requested: \_\_\_\_\_

**II. Completed by the Financial Aid FWS Coordinator – EAD Room 247**

Student is eligible for Federal Work-Study

Student is eligible for Texas Work-Study

Student is not eligible for Work-Study

Total Hours Allowed: \_\_\_\_\_  
Max 19 hrs per session and 40 per non-session

Total Amount Allowed: \_\_\_\_\_  
Amount used from July 1, 2010-June 30, 2011. Amount subject to change.

Employment Start Date: \_\_\_\_\_  
Effective date on HRM cannot be prior to this date.

Employment End Date: \_\_\_\_\_

Financial Aid Office \_\_\_\_\_ Date: \_\_\_\_\_

**III. Completed by Hiring Department**

Job Name: \_\_\_\_\_ Rate/ hour: \_\_\_\_\_

Department Name: \_\_\_\_\_ Department Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

**IV. Completed by Human Resource Services. Department delivers form along with HRM-6.**

Student has completed all HRS paperwork necessary to be hired.

Signed copy of this form has been given to Financial Aid Office.

Human Resource Services: \_\_\_\_\_ Date: \_\_\_\_\_