



Financial Aid Services
10901 Little Patuxent Parkway
Columbia, MD 21044
443-518-1260
finaid@howardcc.edu

2021-2022 Work Study Hiring Form

Award Period: July 1, 2021 to June 30, 2022

Student Name: _____

HCC ID#: _____

*Internship: _____ *FDWS: _____

*Fund 11: _____

**Requires Counseling and Career Services Rep. Approval*

**Requires Kathie Martin's Approval*

Terms and Conditions:

1. To earn these funds students must be offered a position by an approved work-study employer before hiring is frozen. We will freeze hiring once we reach our hiring limits.
2. Students **MAY NOT** begin working until all hiring paperwork is received and processed by Financial Aid Services and Human Resources, and an approval email from Financial Aid Services is received by the student and the hiring supervisor. The earliest possible start date for all students is July 16, 2021.
3. Students must remain enrolled in at least 6 Title IV eligible credits per semester. Those courses must be courses required for the student's program of study. If a student drops below 6 credits for a semester, the student must contact Financial Aid Services, immediately. Students who drop all classes must cease work on or before their last day of attendance.
4. Students must comply with the Satisfactory Academic Progress (SAP) policy. SAP progress will be evaluated at the end of each enrolled semester. Students who are on financial aid restriction are not eligible to earn work-study funds.
5. If a student completes their academic program (graduates), or changes to an ineligible program of study, that student is no longer allowed to participate in the work-study program. The student may not work after the last day of the term (if graduating) or the date that the student changed programs into an ineligible program of study.
6. A student's earnings will depend solely on their hourly wage and actual hours worked. Students will not be paid for lunch, study time, or other breaks. Paychecks are issued twice a month, on the 15th and the last day of each month.
7. Students may not work more than 22.5 hours per week.
8. A student's gross FWS earnings (before deductions) may not exceed the student's total work-study awarded amount.
9. Students may only earn work-study funds during the award period listed above. Any unearned funds will be forfeited at the end of the award period.
10. Students and their assigned supervisor must monitor their gross earnings. If their earnings approach the award amount, the student and assigned supervisor may request an increase from Financial Aid Services. If a student's earnings reach their award limit, the student must terminate their employment, switch to Departmental funds, or cease employment until a response is received from Financial Aid Services. Supervisors will be charged for earnings that exceed the student's eligibility.
11. Students must meet all financial aid eligibility requirements to participate in the college work-study program. Financial Aid Services reserves the right to terminate employment immediately should we obtain information that changes a student's eligibility.

Please certify the following statement: *I have read, understand, and agree to abide by ALL the Terms and Conditions listed on page 1.*

Student Signature: _____

Date: _____

New Hire Section:

- After June 1:
 - Go to <https://www.howardcc.edu/admissions-aid/pay-for-college/financial-aid/workstudy.html>
 - Select the Work Study link.
 - Click on 2021-2022 Work- Study Positions, to view available positions.
- Choose the jobs that interest you and schedule interviews with those employers.
- Take this Work Study Hiring Form with you to the interview.
- When an employer offers you a position, **complete step 5, 6, and 7.**
- Complete the Human Resources (HR) Hiring packet provided by your hiring supervisor and take to HR at HW 100. **(You must complete HCC's online application, Confidential Data form, an I-9 form, Federal and Maryland withholding forms, and Required Online Trainings)**
- Submit to Financial Aid Services: this form, Confidentiality Form and confirmation of annual professional development trainings.
- Complete the college background check. (Instructions provided through your college email)

Employer Section:

☐ New Student Employee
**Hiring Paperwork Required (found on the portal)*

☐ Returning Student Employee
**Rehire*

☐ Returning Student Employee
**New to this position*

- If this student is applying for a new position with your department and meets the job qualifications, please interview him/her. If you do not hire this student, please return this form to the student.
- If you hire or rehire this student, complete the data below and keep a copy of this form for your records. Give student original Work Study Hiring Form so he/she may submit to Financial Aid Services in RCF 222. Please print HR Packet for new student employee so he/she may submit to HR in HW100. HR packet is found under *MyHCC→Forms→College Work Study*

Job Title and Number:	Department Name:
I want the student's start date to be:	
Supervisor's Name (Please Print)	
Supervisor's Ext.	
Department Cost Center	
Supervisor's Email:	
<i>*Back-up Timekeeper:</i>	
<i>*Back-up Timekeeper Email:</i>	

****You will receive an email indicating the official start date. Your student CANNOT start until that email is received.***

Please certify the following statement: I have read and understand the supervisor's responsibilities, and agree to abide by all the Terms and Conditions

Supervisor's Signature _____

Financial Aid Services Sections (Office use only):

Review:	File Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Update: <input type="checkbox"/> AIDE <input type="checkbox"/> Send PD Email <input type="checkbox"/> Earnings Tracker
	FAS forms submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> CRI <input type="checkbox"/> Send Approval Email <input type="checkbox"/> Returning student
	Enrollment _____ - Credits	

☐ Approved

☐ Denied

Approved Start Date:	Approved Pay Rate:	Cost Center Fund/Number : <input type="checkbox"/> FWS <input type="checkbox"/> Fund 11
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FAS Coordinator Approval: _____ Date: _____

Tracking Codes:
FAC21WHF
SE Hiring Form