Federal Work-Study Program Agreement Request Form
University of the Incarnate Word

Instructions for completing this form: Complete all sections in the space provided, save document to your files, and submit as an attachment at **https://help.uiw.edu/support/catalog/items/130** (Also available through the Help Desk app: "Request a Service", under "Financial Assistance", "UIW Employees")

Employer Information:

Department Name:

Supervisor Name:

Supervisor Phone:

Supervisor E-mail:

Student Agreement Request Information:

- **New or Returning Employee:** Indicate if the student is new or returning (rehire) to the position
- **Job Posting # (New Hires Only):** Include job posting number from Cardinal Talent beginning with **"STU"**
  A copy of the job posting from Cardinal Talent is required for new work study employees
- **Hourly Pay Rates:** Changes to pay rates cannot be made once a student begins working.

Undergraduate Students	$11.00 - $12.50 per hour
Graduate Students	$12.00 - $13.50 per hour

- **Total Allocation:** Indicate the student's requested portion from department's overall work study budget (e.g. $4,000)**.** Funds requested cannot exceed student's award as listed on award letter.
- **Requested Start Date:** Indicate that date you wish for the student to begin working, subject to completion of all documentation with the Office of Financial Assistance, and Human Resources.

Student Name	UIW ID	New or Returning Employee	Job Posting # "STU" (New Hires Only)	Hourly Pay Rate	Total Allocation	Requested Start Date
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