



**SEATTLE PACIFIC UNIVERSITY**  
**Office of Student Employment**  
 (206) 281-2047

**OFFICE USE ONLY**

ROAENRL (credits) \_\_\_\_\_ RSISTDN (Maj/Min) \_\_\_\_\_  
 RRAAREQ (Rqrmts) \_\_\_\_\_ RPAAWRD (WA) \_\_\_\_\_

Position # \_\_\_\_\_ Date Complete \_\_\_\_\_

# 2018-19 ACADEMIC YEAR STATE WORK STUDY WORK REFERRAL

**STUDENT INFORMATION**

Student ID \_\_\_\_\_ Student Name \_\_\_\_\_

Student's Statement of Eligibility Obtained by Employer (Check box if True)

**EMPLOYER INFORMATION**

Employer: \_\_\_\_\_ Federal ID#: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Student's Job Title (must match an approved SWS Job Description): \_\_\_\_\_

Starting Date: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

Supervisor Signature

Supervisor (Please Print)

Date

***IMPORTANT: Your signature indicates you have read the back of this form and are in compliance with State Work Study requirements. You will only be reimbursed if all requirements are met.***

Please make a copy for your records.

Submit completed work referral form and SWS timesheets to:  
 Seattle Pacific University, Suite 114  
 3307 3<sup>rd</sup> Ave. W., Seattle WA 98119.

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## CONDITIONS OF EMPLOYMENT

(To be read and adhered to by student and employer.)

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1. A student may only work on the State Work Study program for an average of 19 hours/week during the academic year. Student wages paid for hours worked beyond this maximum will not be reimbursed. Students may work up to 40 hours/week during breaks/holidays.
2. A student must be enrolled in at least 6 credits during each quarter worked in the academic year. Students with a declared a major or minor in the School of Theology are ineligible for the State Work Study program.
3. State Work Study funding will be terminated when the student has earned the amount authorized on the work referral (based on gross earnings) or when the student is no longer eligible to participate on the work study program (e.g. student drops below 6 credits, is not in good academic standing, withdraws from SPU, or declares a major or minor in the School of Theology.)
4. The student's financial aid award is based on demonstrated financial need and any additional earnings or new resources may result in a reduction of financial aid, including the work study eligibility amount. It is the responsibility of both the student and the supervisor to monitor the student's earnings to ensure that he/she does not exceed the authorized amount.
5. A student must apply for financial aid each year in order to receive consideration for the work study program. The student's continuation in the program depends on the extent of his/her financial need and the availability of work study funding.
6. An additional Summer State Work Study Work Referral form is required for students who are continuing with the same employer for the summer.
7. Students employed through the State Work Study program are expected to satisfactorily complete a minimum number of credits each term during which the work award is being utilized. The number of credits which must be satisfactorily completed will be based on the student's enrollment status:

### Undergraduate Students

Full Time	12 or more credits
Three Quarter Time	9-11 credits
Half Time	6-8 credits

8. Students who complete less than the minimum number of credits (but more than half) for his/her enrollment status will be placed on probation for one quarter. Upon successfully completing the required number of credits the following quarter, the student will be removed from probationary status. If the student fails to complete the minimum number of credits while on probation, SWS program participation will be denied for the following quarter. **Students who complete less than half of the minimum number of credits for which aid was disbursed will be denied SWS program participation the following quarter.**
9. Students are awarded a work award for a specific period of enrollment. The award is based on financial need during that enrollment period. If a student earns part of the work award during a term of non-enrollment, the student may have to repay other aid. For example, if a student's work award is \$3000 for the academic year and the student earns more than one-third (\$1000) of that award during Fall quarter and then does not return Winter quarter, the student may need to repay aid from Fall quarter. Please notify Student Financial Services early if you plan to change your enrollment status.

***IMPORTANT: Your signature on the front of this form indicates that you understand and intend to comply with these requirements. Important items are highlighted here. Employers, please refer to the Washington State Work Study contract for complete information.***

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