Work-Study Notice

Complete the following information and present this “Work-Study Notice” form to the department where you wish to apply for your Work-Study job. All current available jobs can be viewed at MSU’s homepage at http://www.msutexas.edu/finaid/cwsjobs.asp

______________________________
STUDENT NAME (please print)

______________________________
Mustang ID

I have been awarded College Work Study (CWS) funds for the upcoming Fall and/or Spring semesters. I understand that continuation of my Spring eligibility is dependent on having at least a 2.0 semester GPA (if undergraduate) or 3.0 semester GPA (if graduate) and successfully complete at least 67% of the semester course load. Award amounts are found in WebWorld under “Award Information by Year”

........................................................................................................
STUDENT SIGNATURE

........................................................................................................
DATE

To be completed by MSU Department:

Name of Department: __________________________ PCN: _______________________

Was the student hired:  □ Yes  □ No (sign below and return this form to the MSU Financial Aid Office)

Number of hours per week expected to work? ______________ Effective Start Date: ____________

Hourly Rate: $______________ (NOTE: The current hourly wage for CWS is $7.75 per hour. This is the minimum wage a CWS student is paid and is 50 cents higher than the federal minimum wage. Of the student’s wages, 75% will be paid from CWS and the remaining 25% will be paid by the employing department during periods of CWS Eligibility.)

______________
DEPARTMENT EPAF APPROVER/PROXY (PRINTED NAME)

Date

______________
EPAF APPROVER (SIGNATURE)

Date