

WORK-STUDY APPLICATION

and AUTHORIZATION REQUEST FORM

FOR WORK-STUDY POSITIONS ONLY

ATTENTION APPLICANTS AND EMPLOYERS: All Work-Study students and employers must complete this form even if the employer has a separate application. Students must have a Work-Study award to apply for a work-study position. To request a work-study award submit the FAFSA. If you do not receive an award with your financial aid offer, e-mail your request to financialaid@ius.edu.

Name: _____ IU Email Address: _____@ius.edu

Date: _____ IU ID# _____ Birthdate: _____ Work-study Award amount: _____

Home Address: _____

Street City State Zip

School address: _____ Home Phone (____) _____

Building/Room #

Alternate (cell) Phone (____) _____ Do you plan to work another job in addition to this job? **Yes / No**

Under age 18? Yes / No If you are under 18, please include a copy of your work permit

U. S. Citizen? Yes / No If you are not a U. S. Citizen, please include a copy of your work permit

Class Rank/Graduation: [] Freshman [] Sophomore [] Junior [] Senior [] Graduate Expected graduation date: _____

Please attach the following to your application: **(For employer use only – do not fax these attachments to Financial Aid)**

[] current class schedule [] financial aid award summary showing work-study award [] Work schedule for other job if applicable [] Work/Volunteer experience: if your employer does not have a separate job application asking for job and/or volunteer work history please attach your work/volunteer history, including contact names and phone #'s.

EMPLOYER SECTION: Complete this information and fax THIS FORM ONLY to Financial Aid at 812-941-2546 after hire for completion of authorization. Financial Aid will fax back to you an authorization showing revised award limit and type of award. Review and correct the authorization, sign and fax back before student starts work. **NOTE:** Work-study students must still complete hiring paperwork w/IU Southeast Payroll department. **Make note of the student's updated award limit on the authorization before scheduling your student's weekly hours. If possible we will give the student an increase.**

BACKGROUND CHECK DONE?: YES / NO / not required

Hire date: _____ Semester: [] Fall [] Spring [] Summer Pay rate: \$_____ per hour

Department/Employer: _____ Phone: _____ Fax: _____

Supervisor: _____ Supervisor phone: _____ Account #: _____

If this student does not have another work-study position, you may split their award between **up to 3** accounts, however you must be careful not to exceed the limit of each job. For example, if a student has a \$3000 award, you could use \$2000 for one job and \$1000 for another job in the same department under a new account.

Do you want to split this student's hours or award between two separate jobs and accounts? Yes / No

If so, complete the following:

Job 1: Amount of award to allocate to Job 1: \$ _____ Account #1: _____

Job 2: Amount of award to allocate to Job 2: \$ _____ Account #2: _____

Job 3: Amount of award to allocate to Job 3: \$ _____ Account #3: _____

Do you want Career Services to pull this job listing from the website? [] Yes – I will notify them if I want to repost it later
[] No – I will be hiring more students