

THE UNIVERSITY OF TOLEDO COLLEGE OF LAW – 2021-22 FEDERAL WORK-STUDY AGREEMENT

THIS AGREEMENT AND ALL REQUIRED EMPLOYMENT PAPERWORK MUST BE SUBMITTED TO **THE OFFICE OF PROFESSIONAL DEVELOPMENT (OPD)** AFTER REVIEW AND COMPLETION BY THE SUPERVISOR AND THE STUDENT, **BEFORE THE STUDENT BEGINS TO WORK.**

Original

May 06, 2021

The following student has Federal Work-Study eligibility for 2021-22 as stated below.

Jane.doe@rockets.utoledo.edu

Jane Doe
123 Main St.
Toledo, OH 43606

PLEASE CALCULATE THE STUDENT'S AVERAGE WEEKLY HOURS BASED ON THE AWARDED AMOUNT EACH TERM.

Rocket # R12345678910 2021 Summer \$5200 2021 FALL \$0 2022 SPRING \$0 Wage Rate \$10.00

Position Title Legal Intern Department/ORG # College of Law- 102070
 Job Location City of Toledo Is Job Location off-campus? Yes X No _____
 Phone # (419) 123-4567 Mail Stop # 507

SUPERVISOR STATEMENT

I understand that this agreement must be completed by the student, the supervisor, and the Toledo Law liaison (if applicable), and submitted to the OPD before the student may begin or continue to work under the Federal Work-Study Program.

I also understand that payment for wages earned prior to signing this agreement, for wages earned over the awarded amounts listed above, and for wages earned if the student has lost eligibility due to enrollment of less than 1 credit hour will be charged to The University of Toledo College of Law departmental budget. I agree to ensure that the student does not work during scheduled class times, and that if a class or classes are cancelled and the student does work during a scheduled class time, it will not rotate on the student's time sheet.

The University of Toledo College of Law will monitor the student's earnings to ensure that the earnings do not exceed the award amounts listed above. The University of Toledo College of Law will also ensure that the student is required to complete employment paperwork (EPAF, tax forms, etc.) for the student to receive payment for hours worked. The supervisor will certify the hours the student works on a bi-weekly basis and will complete an evaluation of the student at the end of each Work-Study term (forms will be provided by the Toledo Law liaison).

Please check all job categories below that apply to the types of duties that the student will be performing. **IMPORTANT: If your department is involved in any way with COMMUNITY SERVICE, please also check that category. If working on campus, select appropriate type. If working off campus, select "B."**

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|---|--|---|
| A <input type="checkbox"/> CAMPUS SECURITY | D <input type="checkbox"/> GENERAL OFFICE/CLERICAL | G <input type="checkbox"/> READER/TUTOR |
| B <input checked="" type="checkbox"/> COMMUNITY SERVICE | E <input type="checkbox"/> LABORATORY/RESEARCH | H <input type="checkbox"/> RECREATION SERVICES |
| C <input type="checkbox"/> COMPUTER/TECHNICAL | F <input type="checkbox"/> LIBRARY SUPPORT | I <input type="checkbox"/> OTHER (attach job description) |

Supervisor Name (please print) _____	E-mail (only if other than UT e-mail) _____
Supervisor Signature _____	Date _____
Liaison Name (please print) _____	E-mail (only if other than UT e-mail) _____
Liaison Signature _____	Date _____

IMPORTANT: All Federal Work-Study awards are subject to change due to the availability of funds and any changes made to students' overall awards. Students must be enrolled at least 1 credit hour to work during any term, including summer term, except for students who are working during summer term in an approved community service position. Federal Work-Study students who are enrolled in classes are limited to working no more than 20 hours per week. During summer term, students who are not enrolled in classes and are working in an approved community service position are limited to working no more than 40 hours per week. Due to limited program funding, it is unlikely that any student will receive enough funding to consistently work the maximum weekly hours each week during each term or academic year. The student and supervisor must calculate the number of hours the student may work per week in order to extend the student's eligibility throughout the term. Students may work during fall and spring breaks. Students may work between terms, provided they will be enrolled at least 1 credit hour the following term. Students who withdraw from courses may lose Federal Work-Study eligibility. For additional student employment information, visit the Law Financial Aid website: <http://www.law.utoledo.edu/admissions/financial/workstudy.htm>.

STUDENT STATEMENT

I understand all of the above. I understand that my earnings cannot exceed the award amounts listed above and that I am not to work more than 20 hours per week if I am enrolled in classes, or 40 hours per week during the summer term if not enrolled in classes and working in an approved community service position. I also understand that I must maintain enrollment and attendance of at least 1 credit hour unless I am working during summer term in an approved community service position and that withdrawals of any type may affect my Federal Work-Study eligibility. Additionally, I understand that I must maintain satisfactory academic progress.

Student Signature _____ Date _____

To be completed by supervisor

To be completed by the Office of Professional Development