

Federal Work-Study Request 2005-2006

Lewis & Clark Law School

Federal Work-Study (FWS) is a Federal student financial aid program and earnings are to be used to cover education-related expenses. Summer earnings will be included as a part of the regular financial aid award and used to help meet need for the academic year. Therefore, students are encouraged to save as much of their summer FWS earnings as possible to apply toward their academic year costs.

In order for students to be eligible to receive Federal Work-Study (FWS) as part of their financial aid package, they must have filed the current year FAFSA with the Department of Education (www.fafsa.ed.gov). Students must have sufficient financial need to qualify for the program. This need may be filled with a combination of scholarships/grants, loans and/or a FWS award. If students request adding a FWS award to their financial aid package, the amount awarded will substitute, dollar for dollar, for another form of aid.

Complete and return this form to the Law School's Business Services office immediately after receiving an offer of employment at a qualifying agency.

TO BE COMPLETED BY THE STUDENT:		Paycheck delivery: (Check desired box/es)	Pick up @ reception desk <input type="checkbox"/> Mail to address below <input type="checkbox"/> Direct deposit (<i>fill out form</i>) <input type="checkbox"/> Mail direct deposit stub <input type="checkbox"/>
Name _____			
Address _____	Email _____		
City/State/Zip _____	Home Phone _____		
Social Security Number _____	Work Phone _____		
I have been offered a Federal Work-Study position with:			
Agency _____	Location _____		
Start date _____	Pay Rate \$ _____		
<i>Estimate earnings for each semester you plan to keep this FWS position. Total maximum earnings \$10,000!</i>			
_____ Summer employment (June 1 – Aug 31) Anticipated total gross earnings: \$ _____			
_____ Fall semester (Sept 1 – Dec 31) Anticipated gross earnings: \$ _____			
_____ Spring semester (Jan 1 – May 31) Anticipated gross earnings: \$ _____			
FWS ELIGIBILITY VERIFICATION (to be completed by Student Financial Services):			
Total Award: \$ _____	Summer \$ _____	Fall \$ _____	Spring \$ _____
SFS AUTHORIZATION / DATE _____			
<i>Students must monitor their Federal Work-Study earnings carefully. The agency, not Lewis & Clark College, must pay wages earned beyond this award.</i>			

Business Services:

FWS Request received date _____
I-9 completed (if applicable) _____
W-4 completed (if applicable) _____
Agency checked for funding _____

Student Employment:

FWS Request received from Law School on _____
Account number _____
Contract confirmed _____