

FINANCIAL AID WORK-STUDY REQUEST

Academic Year 2020-2021 (May 13th 2020 through May 17th, 2021)

MHSL ID: _____ Name: _____

YOU MUST HAVE A 2020-21 FAFSA ON FILE TO BE WORK-STUDY ELIGIBLE IN 2020-21.

Is this a work-study job continuing from 2019-20? NO YES

Is this a request to add a second work-study job in 2020-21? NO YES

How much do you plan to earn? _____ (initial award up to \$4,000 on campus, \$6,000 off campus)

Work-study job details: **On-Campus *** **Off-Campus ****

Position _____

Faculty/MHSL Department* _____

Organization Name ** _____

Immediate Supervisor** _____

Supervisor Email Address** _____

**I request that work-study eligibility be included in my 2020-21 Federal financial aid package.
I understand that I have the following responsibilities:**

- **Prior to my first day of employment**, I agree to complete new hire paperwork with the **School's** Human Resources Department, room 274 in the LEC Building.
- I **can not** begin off campus employment until the school has received a signed contract from the outside organization. HR will contact you when all documents have been received.
- I agree to approve my hours in the Kronos timekeeping system each pay period **even if I have no hours to submit**.
- I accept responsibility for tracking my earnings in relation to my work-study eligibility. Earnings are posted on the Message tab in Financial Aid portal. Further, I accept responsibility to notify my immediate supervisor as my earnings approach my work-study award limit. I further agree to notify my supervisor if I withdraw or graduate from MHSL, or if I request the school to change my work-study amount.
- I agree to notify Financial Aid workstudy@mitchellhamline.edu within 3 days of any changes to my employment status.

Student Signature (not typed)

Print Name

Date

Return this completed form to:

Office of Financial Aid | Mitchell Hamline School of Law | 875 Summit Avenue | St. Paul, MN 55105-3076

p: 651-290-6403 | f: 651-290-6437 | e: finaid@mitchellhamline.edu

Office Use Only: _____