

FINANCIAL AID WORK-STUDY REQUEST

Academic Year 2021-22 (May 18th 2021 through May 15th, 2022)

MHSL ID: _____ Name: _____

DO YOU HAVE A COMPLETED 2021-22 FAFSA ON FILE?

NO? STOP AND COMPLETE THE FAFSA BEFORE PROCEEDING.

YES? CONTINUE WITH REQUEST FORM.

Is this a work-study job continuing from 2020-21? NO YES

Is this a request to add a second work-study job in 2021-22? 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** _____

Anticipated Start Date _____

I request that work-study eligibility be included in my 2021-22 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 HR@mitchellhamline.edu.
- I **cannot** 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 under the **Messages** tab in Financial Aid portal. Please note, the Financial Aid portal will always be **at least** one pay period behind. I accept responsibility to notify my immediate supervisor as my earnings approach my work-study award limit and 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: workstudy@mitchellhamline.edu

Office Use Only: _____