MITCHELL | HAMLINE School of Law

FINANCIAL AID WORK-STUDY REQUEST

Academic Year 2022-2023 (May 16th 2022 through May 17th, 2023)

MHSL ID: _____ Name: _____

YOU MUST HAVE A 2022-23 FAFSA ON FILE TO BE WORK-STUDY ELIGIBILE IN 2022-23.

Is this a work-study job continuing from 2021-22? NO YES

Is this a request to add a second work-study job in 2022-23? NO YES

Anticipated Start Date:

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 2022-23 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, the postings lag by at least one week and are most current within the Kronos system. 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 finaid@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 l Mitchell Hamline School of Law l 875 Summit Avenue l St. Paul, MN 55105-3076
p: 651-290-6403 | f: 651-290-6437 | e: finaid@mitchellhamline.edu

Office Use Only: _____