Federal Regulations and institutional policy require that definite procedures be followed before you may participate in the Federal Work Study (FWS) program. The following are absolute requirements to work and be paid under FWS.

In participating in the FWS program, I understand (initial each line after reading):

_____ I must be enrolled and attending classes in my program of study during periods of FWS employment.

_____ I will be referred to employers, and I must report to the potential supervisor to apply for the position. Jobs are not assigned or guaranteed.

_____ I must have my supervisor sign the original FWS Authorization Form and deliver it to the Financial Services Office prior to starting my FWS employment.

_____ I must complete the NAU New Hire Work Study Human Resources paperwork with my supervisor before I start FWS employment.

_____ The award amount indicated on the FWS authorization Form represents the maximum that I may earn each quarter and the time period for employment.

_____ At the end of each bi-weekly pay period, I am required to submit a Federal Work Study time sheet before 9:00 a.m. on the Monday following the end of the second week, to my supervisor/employer. I will be paid the Friday following the bi-weekly pay period.

_____ Only actual time worked must be recorded on my timesheet and it must be signed by my supervisor and me. Time worked does not include lunch periods, class attendance, etc.

_____ I may not work during my scheduled class times, even if class was dismissed early or cancelled.

_____ If I work 5 or more consecutive hours, I am required to take at least a 30 minute meal time (unpaid).

_____ I may not work more than 20 hours in any week, unless during authorized period of non-attendance.

_____ FWS employment during authorized periods of non-attendance (Quarter breaks or Holiday breaks):

- My supervisor must request and receive approval for me to work during an authorized period of non-attendance prior to the authorized period of non-attendance from the System Director of Financial Aid.
- If the authorized period of non-attendance is a quarter break, I must be pre-registered for the next quarter.
- I may be approved to work more than 20 hours per week during these authorized periods of non-attendance.

_____ I understand my time sheet is subject to periodic audits and reviews.

_____ I understand that my FWS employment may not involve soliciting potential students to enter NAU (this includes answering potential prospective student’s questions by phone, electronic communications or in person, or any administrative support work for the Admissions Department or Front Desk.

_____ I understand that any person who knowingly makes a false statement or a misrepresentation in using the FWS program or on the FWS timesheet is subject to a fine of not more than $20,000, sent to prison, or both, under provision of the United States Criminal Code.

Failure to comply with these requirements will result in a delay of pay for a full pay period or until requirements are met, or cancellation of the FWS award.

Paychecks will be delivered to your NAU Supervisor or Financial Services Office at 9:00 on payday. Employment earnings may be used for educational related expenses; however, you will be expected to pay any unpaid direct costs (owed to the university) before using these funds for indirect costs, such as personal expenses.

I understand that in the course of my student employment, whether on or off campus, I may become aware of confidential or sensitive information. I further understand and agree to hold any such knowledge or information in the strictest confidence and not share such information outside the scope of my employment duties.

Please keep this sheet for referral if you have any questions. I have read and understand the above conditions.

____________________________________________  ____________________
Student Signature                  Date

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