



Federal Work Study Program – Student Hiring Agreement

Student's Name: _____
 Student's Address: _____
 City, State, Zip: _____
 FWS Agency: _____
 Agency Address: _____
 FWS Agency Contact: _____
 Email/Phone #: _____

Award Year: 2016/2017
 Validity Period: 7-01-2016 thru 06-30-2017
 Student Id: _____
 Phone #: _____
 Total Award: _____
 Hourly Rate: _____
 Hiring Date: ____/____/____

This agreement entered into between THOMAS JEFFERSON SCHOOL OF LAW, hereinafter called the Institution, the Agency, and the student (as indicated above) for the purpose of enabling students to participate in the Federal Work-Study Program, hereinafter called the Program, through employment offered by the Agency under the terms stipulated within this agreement and the Federal Work Study Agency Agreement. The Student, Agency, and Institution herein incorporate by reference all of the terms and provisions stated in the Thomas Jefferson School of Law Federal Work Study Agency Agreement between the Agency and the Institution. This agreement shall terminate on the 30th of June __2017__, unless sooner terminated according to the employing agency's student employment policies.

Maximum hours per week: This Agency shall not permit any student to work on any projects under this Program for more than 29 hours per week. The Student's enrolled in the Full-Time program of study may not work more than 20 hours per week during the FALL or SPRING semesters. The Students enrolled in the Part-Time program of study may not work more than 29 hours per week during the FALL or SPRING semesters. Students cannot work more than 8 hours in a day and must take a half-hour break if working over 6 hours. Overtime is prohibited. If funds permit, all students, regardless of program of enrollment, may work up to 29 hours per week during an inter-session, scheduled semester break, or during the SUMMER term.
 Employment under the Federal Work Study Program in no way vitiates the necessity to comply with Bar regulations limiting students enrolled in the Full-Time Program of study to a maximum 20-hour work week while classes are in session. A student cannot earn credit for internship/externship and FWS at the same time.

A Student must be enrolled at least half time during a regular semester (Fall or Spring) in order to be eligible for FWS employment. A student may be employed under FWS during a period of nonattendance, such as summer or equivalent vacation period. To be eligible for this employment, the student must be planning to enroll for the next regular session (i.e. FALL). The student's earning during this period of non-attendance will be considered as financial assistance used to pay the cost of attendance for the next period of enrollment. The student must sign a statement that certifies their intent to enroll in the upcoming Fall Semester if employed under FWS during a Summer Session in which they are not attending classes (FWS Student Certification of Intent to Enroll)

The Student and Agency will put forth a good faith effort to monitor earnings while working for the agency so that the amount of eligibility awarded will not be exceeded.

In the event of injury on the job, Workers Compensation Coverage will be the exclusive remedy of the student. The student will comply with the Agency's student employment policies.

 Student's Signature

 Agency's Authorized Signature

 Student Finance Office Authorized Signature

 Accounting Office Authorized Signature

 Student's Name

 Contact Name & Title

 Date SFO Processed Paperwork

 Date