



Preparing people to lead extraordinary lives

2007–2008 FEDERAL WORK-STUDY COMMUNITY SERVICE AUTHORIZATION FOR FALL 2007 AND SPRING 2008

Student Name: _____
(Please print)

Loyola ID: _____
(Your 11-digit Loyola ID number is on your student ID card or Financial Aid Award.)

Federal Work-Study Award: \$ _____ for Fall and Spring.

The above student is eligible to work in a Federal Work-Study position through Loyola University Chicago. The award indicated above reflects the student’s maximum potential Federal Work-Study earnings for Fall 2007 and Spring 2008 semesters.

Beginning date of Federal Work-Study award: **7/01/2007**

Ending date of Federal Work-Study award: **5/10/2008**

A Federal Work Study award does not guarantee employment. To find a position, review the Job Listings on the Web at: **www.luc.edu/finaid**. Then, contact the employer to try to get an interview. **Bring this authorization to any interviews to verify your eligibility for a Federal Work-Study position.**

Note: Federal Work-Study award eligibility may be reduced if changes are made to a student’s financial aid award. If an award is reduced, the student is notified with a Revised Award. **Ultimately, it is the student’s responsibility to ensure earnings do not exceed the award.**

OSFA Signature

Date

Community Service Employer Only: When you hire a Federal Work-Study student, please complete this form and forward it to Loyola University Chicago.

From: _____ (Contact’s Name)

_____ (Agency)

_____ (Address)

Re: I have hired the Loyola University Chicago Federal Work-Study student named above.

Hourly Rate: _____

Hours per Week _____

Start Date: _____

Position Title: _____

I agree to submit reimbursement claims to Loyola University Chicago on a monthly basis and will monitor the student’s earnings, ensuring the award indicated above is not exceeded.

Signature: _____
(Agency Contact/Supervisor)

Date: _____

