FEDERAL WORK-STUDY AWARD TRACKING SHEET

This form will assist you in monitoring your allotted Work-Study award on a bi-weekly basis. Please read the following instructions carefully.

When may I begin working?
If you are awarded funds for the full academic year, you may start your job the week of classes in the Fall term and you must terminate your job no later than the last day of exams.

How many hours per week should I work?
Most students work an average of 6-10 hours per week. You may work as many hours as your employer allows, NOT to exceed 20 hours per week. During times that classes are NOT in session (Winter Break and Spring Break ONLY), you may schedule more than the recommended 20 hours, NOT to exceed 37.5 hours per week.

What do I do after I reach my Work-Study award limit?
You may appeal your Work-Study award by contacting the Work-Study Office. Appeals will be granted if funds are available; otherwise you should inform your employer and inquire about the possibility of being paid out of the department's own budget. **IF NEITHER OPTION IS FEASIBLE, YOU MUST STOP WORKING.**

EARNINGS WORKSHEET

Total Award: **$_____**

Pay Date	Gross Pay	Remaining Award

Please remember: It is YOUR responsibility to monitor your Federal Work-Study Award.