

Office of Student Financial Aid & Scholarships

One University Way
San Antonio, Texas 78224
Phone: (210)784-1300
Fax: (210)784-1490

Work- Study Authorization

Step 1 – Student’s Information

Last Name

First Name

Student ID (K or J#)

Step 2 – Work-Study Authorization Statement for Account Manager (Hiring Department)

1. Prior to hiring a student, it is your responsibility to verify the student has a work-study award. Students may obtain verification of their award via Jagwire. The Work-Study Authorization form must be received by Scholarships and Financial Aid prior to the end of the first pay period the student is employed. Failure to do so will result in student wage expenses being charged to your main departmental account.
2. **It is the department’s responsibility to keep a record of each student’s earnings and not exceed their Federal or Texas Work-Study award.**
3. Student’s gross authorized earnings must not exceed the amount awarded for each semester.
4. Student employees are limited to an average of 19 hours per week during the fall, spring, and/or summer semesters.
5. It may be necessary to adjust a student’s earnings limit if they receive additional assistance.

Authorizations

Student Start Date: _____

Authorized Earning: \$ _____ Fund: Federal Work-Study State Work-Study
(Total work-study award)

Placement (Department Name): _____
(Please write out the Department name, no abbreviations)

I understand this student cannot exceed the above earnings and have verified the amount via the student’s award printout. I further understand that it is the department’s responsibility to ensure a student does not exceed the above earnings, and the department will be responsible for payment in excess of these work-study earnings. Please be sure to submit this document with a handwritten signature. Any typed signature will not be considered as valid and may delay the processing of the student’s aid.

Signature of Supervisor

Printed name of Supervisor

Date

Financial Aid Representative

Printed name of Representative

Date

Please return this form to:
Texas A&M University-San Antonio
Office of Scholarships and Financial Aid
One University Way
San Antonio, TX 78224

Date Received