



Office of Financial Aid

MICHIGAN STATE UNIVERSITY
556 E Circle Dr, Room 252
East Lansing, MI 48824-1113
Phone: (517) 353-5940
Fax: (517) 432-1155
finaid.msu.edu

College Work-Study Program – Off Campus Employment Only

Employment Notification and Acknowledgement

This section is to be completed by student.				
Student Name		PID		
Address				
City		State		Zip
Employer/Organization Name				
Student's Award is for (Check One)		Fall/Spring		Summer
Current Work-Study Balance	\$			

This section is to be completed by the employer				
Name of Organization				
Name of Student's Supervisor		Phone Number		
Address				
City		State		Zip
Start Date		Student's Job Title		
Starting Rate of Pay	\$			
Person Responsible for Payroll		Phone Number		
Is this community service related?		YES		NO
Signature of person authorizing employment or rejection				
Date				

This section is to be complete by the Work-Study Monitoring Office	
Reimbursement is authorized beginning	
The student may work a maximum of	hours per week
Work-study earnings may not exceed	\$
	Work-study Monitoring Office representative

Note: This work-study award is only valid for the time period indicated. Another employment notification and acknowledgement form must be processed through the Office of Financial Aid if work is to continue into another award period (Academic Year into Summer or vice-versa). Otherwise reimbursement will not occur.