

**Student Employment Office**

2420 Nicolet Drive, Green Bay, WI 54311, Phone: (920) 465-2556, Fax: (920) 465-2299  
studentemployment@uwgb.edu

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**FEDERAL WORK STUDY VERIFICATION FORM  
Academic Year 2011-2012**

Student's Name

ID: xxxxxxx

Today's Date

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**\$2000** was awarded in Federal Work Study funds by the Financial Aid Office as part of a financial aid package for the 2011-2012 academic year.

**\$2000** \*\* remains as of Pay Date

*\*\*This balance is only reflective of FWS funds remaining up until the date listed. For an up-to-date balance subtract (hours worked since that date x hourly wage) from amount given above.*

The balance of a Federal Work Study award should be closely monitored and reported to Federal Work Study employers.

The student and the employer must monitor earnings to avoid exceeding this award. This award amount is subject to revision by the Financial Aid Office. Employers must meet regularly with student employees to verify the award amount.

**As a student or employer of a participant in The University of Wisconsin-Green Bay's Federal Work Study program, I agree to:**

- Complete all federal and local employment forms prior to the first day of work.
- Monitor FWS earnings (the amount earned before tax) as to not exceed a Federal Work Study award.
- Regularly check for any adjustments to an award and notify my employer immediately of any changes.
- Stop working or (if I work on-campus) inform my employer when I: (a) reach my total award, (b) am found to be ineligible for Federal Work Study, or (c) complete the academic period for which I have been awarded Federal Work Study money, whichever comes first.

Contact the Student Employment Office with questions about the amount or status of a FWS award or any questions about finding, being hired into, or receiving a paycheck from a FWS job.

Phone: **920-465-2556** OR Email: **studentemployment@uwgb.edu**