

**HAMPTON UNIVERSITY
FINANCIAL AID AND SCHOLARSHIP
FROM EXTERNAL FUNDS
STUDENT EMPLOYMENT**

Index _____
Fund _____
Organization _____
Account _____
Program _____

DETC# _____
F/A Fund# _____
Classification _____
Major _____
GPA _____
Academic Year _____

Name of Grant _____

STUDENT EMPLOYMENT: Yes ___ No ___

Name of Student _____ Student ID# _____
(PLEASE CHECK ONE) United States Citizen ___ (y/n) Permanent Resident ___ (y/n) Foreign Citizen ___ (y/n)
Local Address _____ Phone (Local) _____
Supervisor (PLEASE PRINT) _____ Department Placed _____
*Effective Date of Employment _____ Max. Hrs. Per Wk. _____ Rate of Pay per Hour _____
Amount of Student Employment _____ *End Date of Employment _____

PROVISIONS OF THIS AGREEMENT

1. It is the responsibility of the department (Supervisor) and the Student to monitor the hours a student works. A STUDENT MAY NOT EARN OVER THE AWARD LIMIT.
2. (a) This award/employment form is first completed by the awarding department, including required department signatures and dates. (b) Next, the form is sent to the Office of Governmental Relations or to the Business Office (depending of funding source) for approval, including required signature and date. (c) Finally, the form is sent to the Financial Aid Office (FAO) for final processing.
3. The student worker and Supervisor agree to submit time sheets on the 3rd working day of each month to the Business Office by 5 p.m.
4. The student worker must be enrolled at least half time each semester in order to be considered eligible for above award.
5. **Students may only work a maximum of 20 hours per week.**

SIGNATURES

Student's Signature

Asst VP for Grants Management

Principal Investigator (PI)

Asst VP for Business Affairs and Comptroller

School Dean

Director of Financial Aid

Provost/Designee (signature required if school dean is PI)