

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

Index \_\_\_\_\_  
Fund \_\_\_\_\_  
Organization \_\_\_\_\_  
Account \_\_\_\_\_  
Program \_\_\_\_\_

Name of Grant \_\_\_\_\_

DETC# \_\_\_\_\_  
F/A Fund# \_\_\_\_\_  
Classification \_\_\_\_\_  
Major \_\_\_\_\_  
GPA \_\_\_\_\_  
Academic Year \_\_\_\_\_

Name of Student \_\_\_\_\_ Student ID# \_\_\_\_\_

(PLEASE CHECK ONE) United States Citizen \_\_ (y/n) Permanent Resident \_\_ (y/n) International Student \_\_ (y/n)

**Students receiving assistance under Account code 6151: International students: I-9 and I-20 Forms must be attached. For more information, please visit: <http://admissions.hamptonu.edu/page/Admission-Requirements-for-International-Students>. US Citizens and permanent residents: the I-9 Form must be attached. I-9 Forms may be obtained from: [www.hamptonu.edu/docs/faculty/](http://www.hamptonu.edu/docs/faculty/).**

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 for final processing and approval.**
3. **The student worker and Supervisor agree to submit time sheets on the 3rd working day of each month to the Payroll 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.**
6. **Students cannot be employed under Federal Work-study and a Departmental Grant simultaneously.**

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**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)