



# Northern Virginia Community College

FEDERAL WORK-STUDY PROGRAM  
STUDENT EMPLOYMENT VERIFICATION  
FORM OFF-CAMPUS\*  
2002-2003

\_\_\_\_\_ has been hired by  
Student Name Social Security Number

Organization or Department Name of Supervisor or Contact Person

Street Address City/State/Zip Code Phone Number

Student Position Title Hourly Rate of Pay Start Date

**OFF CAMPUS:**

In hiring a NVCC Federal Work-Study student, I understand the following:

1. The student's total wage is limited to \$\_\_\_\_\_ and is limited to the time frame of \_\_\_\_\_
2. I am responsible for the full hourly rate for hours worked which exceed this monetary limit or extend beyond the above dates.
3. I will pay the student the full hourly rate plus social security on the full hourly rate.
4. I will bill NVCC monthly for \_\_\_\_\_70% of wages earned by the student.

Signature of Off- Campus Employer Date

Federal Work Study Authorization Date

**\*Each student will bring this form to the interview. If the student is hired for the position, this form must be completed by the off-campus employer and returned to the NVCC College Financial Aid Work-Study Office PRIOR to the student's employment start date.**

**NORTHERN VIRGINIA COMMUNITY COLLEGE  
FEDERAL WORK-STUDY PROGRAM  
STUDENT RESPONSIBILITIES AND PROCEDURES  
2002-2003**

1. You will not be allowed to begin work until a signed Student Employment Verification Form – Off-Campus (reverse side) is on file in the College Financial Aid Federal Work-Study Office.
2. While holding a FWS position, you will be allowed to work up to 20 hours per week while classes are in session; and, up to 40 hours per week during periods of non-enrollment (winter break, spring break). If you have other campus employment in addition to FWS, the total number of hours for both positions cannot exceed 20 hours while classes are in session or 40 hours during non-enrollment.
3. You will be responsible for tracking the amount of FWS income you earn. A budget work sheet will be provided for this purpose. Remember you may not earn more than your total FWS award amount. It is primarily your responsibility to notify your employer and the College Financial Aid FWS office when you are close to the limit of your award.
4. Your employer may be asked to evaluate your work performance according to the following criteria: productivity, dependability, attitude, initiative, attendance and relationship with co-workers. If your performance is unsatisfactory, your employer may dismiss you.
5. You and your supervisor will establish and maintain a regular work schedule based upon your class schedule and the needs of the office. Your employer will expect you to be as punctual and responsible as any full-time employee.
6. FWS positions are frequently professional positions; therefore, your employer will expect a **mi nimum commitment of one semester**. As is customary, sufficient notice (2 weeks) should be provided if you plan to leave your position before the scheduled termination date.
7. You will be placed on your employer's payroll and will receive time sheets and paychecks according to your employer's schedule. Your employer will submit signed copies of your time sheet to the FWS office each month.
8. You will be responsible for providing your own transportation to and from your work assignments. Transportation will not be provided by the institution or the organization.

I have read and understood the above Federal Work-Study responsibilities/procedures.

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Student's Signature

Social Security Number

Date