

**Federal Work-Study Program Agreement Request Form
University of the Incarnate Word**

Instructions for completing this form: Complete all sections in the space provided, save document to your files and submit as an attachment by e-mail to mtnguye4@uiwtx.edu.

Employer Information:

Department Name:
Supervisor Name:
Supervisor Phone:
Supervisor E-mail:

Hourly Pay Rates: Changes to pay rates cannot be made once a student begins working.

Federal Minimum Wage	\$7.25/hour
Maximum Wage – Undergraduates	\$10.00/hour
Maximum Wage – Graduates	\$12.00/hour

Total allocation: Funds requested cannot exceed student’s award as listed on award letter. You may wish to keep a reserve in your allocation to cover increases throughout the year or for summer agreements.

Student Agreement Request Information:

A copy of the job posting from Cardinal Talent is required for new work study employees

Student Name	UIW ID	New or Returning Employee	Job Posting # (New Hires Only)	Hourly Pay Rate	Total Allocation	Requested Start Date
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Job Posting # (New Hires Only): Include job posting number from Cardinal Talent posting beginning with "STU"

Hourly Pay Rate: Indicate student's hourly wage

Total Allocation: Indicate student's allocation from department's overall work study budget