Student Information

Name:_____   CGCC ID #_____

Student's College Email : _____   Phone: _____

I certify that I will be registered for at least six credits each term and must stop working when I am either no longer a registered student or I register for fewer than six credits. I also must stop working if I am in a Disqualified status. I will accurately record my work hours on a time sheet and will maintain a record of my earnings in order not to exceed the authorized dollar limit for **each term** *as listed below.*

Student Signature:_____   Date:_____

If you have questions, or need assistance, please do not hesitate to contact the financial aid office by emailing financialaid@cgcc.edu or by phone at 541-506-6021.

Department Supervisor

Hiring Department:_____   First day of work:_____

Supervisor Name: _____

If the student has not been employed in any capacity at CGCC, they must complete an I-9 form any time between acceptance of a job offer and the first day of work for pay.

Hours may be worked only after the term begins and all paperwork has been completed.

I will supervise the student's work performed and I will be responsible for signing and forwarding the work study employee Time and Attendance Record to the Financial Aid Office, and retaining a copy for my records. I will also be responsible for maintaining a record of student earnings and will not allow students to work beyond their **term by term** *earning limit as indicated below or beyond Employment End Dates.*

Supervisor Signature:_____   Date:_____

Authorized Funds
The amounts listed below represent the total authorized funds allowed each term or approx. 93 hrs/term. Hours worked during breaks must be approved ahead and must utilize unused funds from the prior authorized term.

Term	Amount	Employment Begins	Ends
Summer	$_____	Employment Begins: June 24,2019	Ends: September 06,2019
Fall	$_____	Employment Begins: September 23, 2019	Ends: December 13, 2019
Winter	$_____	Employment Begins: January 6, 2020	Ends: March 20, 2020
Spring	$_____	Employment Begins: March 30, 2020	Ends: June 12, 2020

Financial Aid Office:_____   Date:_____