

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

Instructions for completing this form: Please type all information. Complete all sections in the space provided and return 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:

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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*A copy of the job posting is required for new work study employees.