**How To Access Your Work Study Eligibility Form**

*These forms are not available to view/print, until the first financial aid disbursement date of any given semester.*

First, student will click on the ‘Financial Aid’ tab from their UTA Student Homepage:

Next, they will click on ‘Awards’, then ‘Change Aid Year’, if not already defaulted to correct one:
HOW TO ACCESS YOUR WORK STUDY ELIGIBILITY FORM

They can choose which aid year they wish to view:

Then, on the left side, they will see a ‘Work Study Eligibility Form’ drop down box:
HOW TO ACCESS YOUR WORK STUDY ELIGIBILITY FORM

By clicking on ‘Work-Study Eligibility Form’, they will be able to view and print their form.
# How To Access Your Work Study Eligibility Form

**University of Texas at Arlington**

## 2019 - 2020 Work-Study Eligibility Form

<table>
<thead>
<tr>
<th>Work Study Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer (Jun 1 - Aug 15)</td>
</tr>
<tr>
<td>Fall (Sep 1 - Dec 31)</td>
</tr>
<tr>
<td>Spring (Jan 1 - May 31)</td>
</tr>
</tbody>
</table>

### General Work-Study Eligibility and Payment Policies:

- The student must be enrolled in at least six credits (minimum half-time) for the semester they want to work.
- The student must meet the terms of the Satisfactory Academic Progress Policy.
- The student cannot begin to work prior to the first day they are eligible for the semester and may not work beyond the last date of the semester.
- Summer terms: Jun 1 - Aug 31
- Fall terms: Sep 1 - Dec 31
- Spring terms: Jan 1 - May 31
- Students are not permitted to work during scheduled course time (any exception, such as a course evaluation, must be documented by the department).
- Students are responsible for immediately notifying their supervisor if they receive a Work-Study Award change from the Office of Financial Aid.
- Departments are responsible for ensuring a student does not exceed their Work-Study Award.

The hiring department must complete the section below and submit the completed authorization form to Human Resources at hrsrecruitment@uta.edu.

### Work Study Hiring Authorization

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Box Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Number</td>
<td></td>
</tr>
<tr>
<td>Position ID</td>
<td></td>
</tr>
<tr>
<td>Hours per Week (may not exceed 15)</td>
<td></td>
</tr>
</tbody>
</table>

### Work Study Eligibility Form

- **Department Name:** [Department Name]
- **Department Number:** [Department Number]
- **Position ID:** [Position ID]
- **Hours per Week (may not exceed 15):** [Hours per Week]
- **Box Number:** [Box Number]
- **Cost Center:** [Cost Center]
- **Job Code:** [Job Code]
- **Hourly Rate:** [Hourly Rate]