



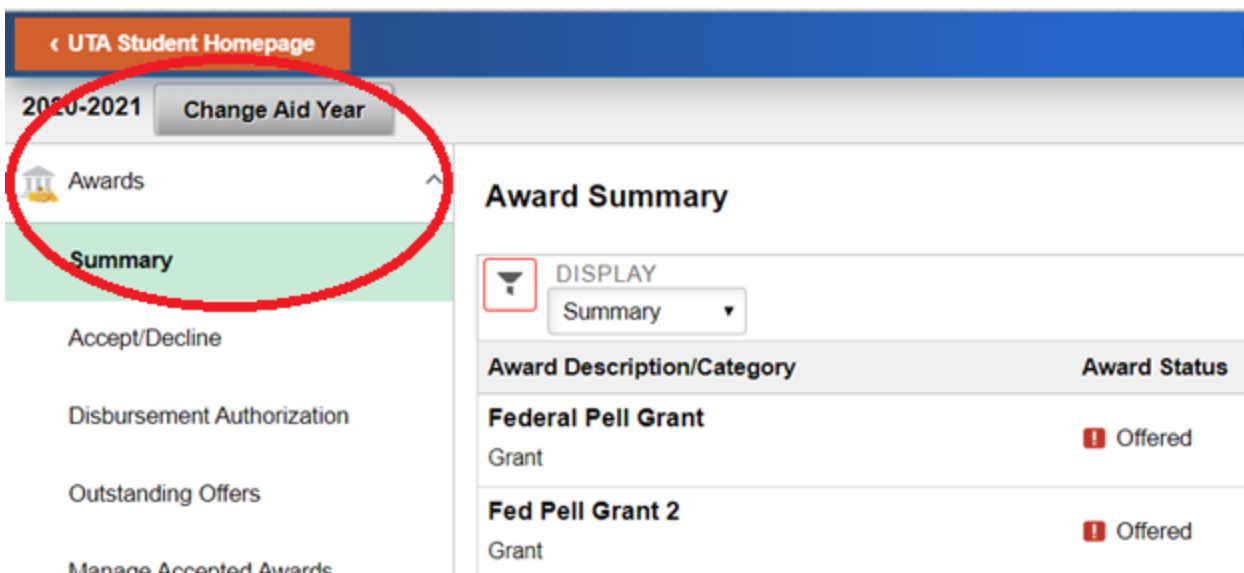
How To Access Your Work Study Eligibility Form

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:

| Select a Value ✕ |
|-------------------------------|
| Financial Aid Year 2020-2021 |
| Financial Aid Year 2019-2020 |
| Financial Aid Year 2018-2019 |
| Financial Aid Year 2017-2018 |
| |

Then, on the left side, they will see a 'Work Study Eligibility Form' drop down box:



How To Access Your WORK STUDY ELIGIBILITY FORM

UTA Student Homepage

2019-2020 [Change Aid Year](#)

- Awards
- Financial Aid Summary
- Work Study Eligibility
 - Work Study Eligibility Form**
 - Work Study Eligibility Print
- Additional Links
 - Help: Report Outside Aid
 - Help: Accept/Decline Aid

By clicking on 'Work-Study Eligibility Form', they will be able to view and print their form.

Work Study Eligibility Form

UNIVERSITY OF TEXAS ARLINGTON

2019 - 2020 Work-Study Eligibility Form

Printable Form

Work-Study Award Amount

| Term | Amount |
|--------------------------|--------|
| Summer (Jun 1 - Aug 31): | 0 |
| Fall (Sept 1 - Dec 31): | 1000 |
| Spring (Jan 1 - May 31): | 2000 |

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 be meeting 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 dates: Jun 1 - Aug 31
 - Fall dates: Sept 1 - Dec 31
 - Spring dates: Jan 1 - May 31



How To Access Your Work Study Eligibility Form

myman.utah.edu/ut/system.edu/jsp/AMCSPRO_42/EMPLOYEE/SA/WEBUI/UTA_FULLCOOL/fieldFormula/Script_WorkStudyForm

UNIVERSITY OF TEXAS ARLINGTON

2019 - 2020 Work-Study Eligibility Form

Work-Study Award Amount

| | |
|--------------------------|---------|
| Summer (Jun 1 - Aug 31): | \$ 0 |
| Fall (Sept 1 - Dec 31): | \$ 1888 |
| Spring (Jan 1 - May 31): | \$ 2000 |

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 be meeting 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 dates: Jun 1 - Aug 31
 - Fall dates: Sept 1 - Dec 31
 - Spring dates: Jan 1 - May 31
- Students are not permitted to work during scheduled course time (any exception, such as a course cancellation, 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 hrrecru@uta.edu.

Work-Study Hiring Authorization

| | |
|-------------------------------------------|--------------------|
| Department Name: _____ | Box Number: _____ |
| Department Number: _____ | Cost Center: _____ |
| Position ID: _____ | Job Code: _____ |
| Hours per Week (may not exceed 19): _____ | Hourly Rate: _____ |