Financial Aid and Scholarships
Work-Study Authorization Form
Fall - Spring

____________________________________________________
Last Name   First Name       MI      Texas State ID

TO BE COMPLETED BY ACCOUNT MANAGER

Student Start Date: __________________________

Authorized Earnings: $ ____________________
Fund: Federal Work-Study  State Work-Study
(Total work-study award)

Placement (Department Name):
(Please write out the Department’s name, no abbreviations)

I understand this student cannot exceed the above earnings and have verified the amount via the student’s award printout. I further understand that it is the department’s responsibility to ensure a student does not exceed the above earnings, and the department will be responsible for payment in excess of these work-study earnings. Please be sure to submit this document with a handwritten signature. Any typed signature will not be considered as valid and may delay the processing of the student’s aid.

___________________________________               ______________________________               ___________________
Signature of Account Manager       Printed Name of Account Manager            Date

Please return this form to:
Financial Aid and Scholarships
Texas State University
601 University Drive
San Marcos, TX 78666-4684

or
Document Upload: www.finaid.txstate.edu/upload

With few exceptions, state law gives you the right to request, receive, review and correct information collected on this form.
Texas State University is a member of The Texas State University System.

1. Prior to hiring a student, it is your responsibility to verify the student has a work-study award. Students may obtain verification of their award via Texas State Self Service. The Work-Study Authorization form must be received by Financial Aid and Scholarships prior to the end of the first pay period the student is employed. Failure to do so will result in student wage expenses being charged to your main departmental account.

2. It is the department’s responsibility to keep a record of each student’s earnings and not exceed their Federal or Texas Work-Study award.

3. Student’s gross authorized earnings must not exceed the amount awarded for each semester.

4. Student employees are limited to an average of 25 hours per week during the fall and spring semesters.

5. It may be necessary to adjust a student’s earnings limit if they receive additional assistance.