Federal Work-Study
Earning Form
2018-2019

**STUDENT:** The Federal Work-Study (FWS) is not pre-awarded. If you have remaining need on your current financial aid award package, you are eligible to apply for any Federal Work-Study position. When applying for the position, be aware that the total earnings may not exceed any remaining need. Once the Financial Aid Office receives this form, you will receive a revised award notification that will serve as your official notice of Federal Work-Study funds available to you, as all potential awards are made subject to availability of funds.

*The Federal Work-Study program is subject to all normal State and Federal tax regulations as earned income. However, they are treated as income exclusions when filing for Federal Student aid in the future.*

**SUPERVISOR:** This form in itself does not guarantee that the student listed will get funding. The Federal Work-Study is awarded based on the department’s allocation as well as the student’s remaining need. Please verify student’s remaining need with his/her most current financial aid award package. This form can also be used to revise your students’ original awards. Please submit this form to the Hawaii Community College Financial Aid Office.

Student Name: ___________________________ UH ID#: ___________________________
Job#: ____________  Pay Rate: ________  Department/Position: __________________________
Supervisor: ___________________________  Supervisor Extension#: __________________________

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<th>Initial Request</th>
<th>Change/Revised Request</th>
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<td><strong>Total Amount</strong></td>
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Student’s Initial: ____________  Supervisor’s Initial: ____________  Date: ____________

**DO NOT WRITE BELOW THIS LINE**

**FINANCIAL AID OFFICE USE ONLY:**

Student eligibility for on-campus employment:  Yes  No  Sufficient work-study funds:  Yes  No
Work-Study Award:  Fall ________________ Spring ________________ Total ________________
In-Person Counseling Complete: ________________  Date
FAO Signature: ___________________________  Date: ___________________________

Return form to the Hawaii CC Financial Aid Office, Manono Campus Bldg 378.
If you have any questions please contact Chelsie Rapoza in the Financial Aid Office Office at (808) 934-2717.