



www.finaid.wvu.edu/studentjobs
 (360) 650-3158
 Old Main 275

Active Minds Changing Lives

Financial Aid – Student Employment
 516 High Street
 Bellingham, WA 98225-9049

Sample Confirmation of Undergraduate Work Study

Dear Student,

W00555000 -Jones

This email serves as your official Confirmation of Work Study. Please retain for your records. Your future employer will require you to forward it for proof of work study during your interview or upon your hiring.

Now that you have accepted your work study award as part of your financial aid, you are able to begin looking for work study employment. If you are returning to an undergraduate work study position, please forward this email to your supervisor so he/she knows you continued to receive a work study award and the total amount. If you do not have a work study position, the following information will get you started.

Please go to the Student Employment Center’s Website for [Work Study Employment Instructions](#). This website provides you with what you need to know and do in order to secure your new work study job.

You may earn up to the amount indicated below because you accepted the following work study award within your financial aid award:

Sample of Annual Work Study Award Total: \$3,600.00

The award is based on the following quarterly amounts:

	Fall 2015	Winter 2016	Spring 2016
Quarterly Award Amount	1,200	1,200	1,200

As a recipient of this aid, **you are responsible for tracking your earnings** against the award amounts listed above. This [tracking worksheet](#) is your tool to keep track of your earnings to ensure your quarterly work study award **is not exceeded**. Please fill out and update your tracking sheet regularly. The instructions about how to use this tool are embedded in the spreadsheet. If you do not earn your entire quarterly award for fall, then you may earn the remaining balance during winter or spring quarters. (Contingent upon your continued eligibility for financial aid.)

Work study award amounts may change based on changes to your financial aid eligibility. You will be notified if changes are made to your work study award. We encourage you to regularly check your work study award in [Web4U](#) to monitor your work study award, as well as utilizing the tracking worksheet provided above.

After reading through the instructions on the [Student Employment Center's Website](#), if you have additional questions, please contact us at 360-650-3158 or stop by Old Main 275.

The Student Employment Center Staff