



www.finaid.wvu.edu/studentjobs
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Old Main 245
516 High Street
Bellingham, WA 98225-9049

Confirmation of Employment

Receipt of this form is our notice that you have hired a Work Study student employee. Once we receive confirmation of employment, we will send you a supply of reimbursement vouchers and your student employee may begin working under the Work Study Program. Students may begin earning under the Work Study Program no earlier than September 16th and no later than June 15th.

Form fields for Name of Student Employee, Student Employee WWU ID Number, Approved Work Study Job Title, Work Study Pay Rate, Signature of Student Employee, Date, and Date Student Will Begin Working.

Form fields for Name of Agency/Organization, Name of Contract Holder, Signature of Contract Holder, Date, Name of Supervisor, Signature of Supervisor, and Date.

The Student Employment Center provides this Work Study Budget Tracking Sheet as a tool to help employers and students track their Work Study earnings. An earnings report will be sent once a month showing the gross earnings for the student(s) hired and the remaining balance to their work study award. Quarterly funds not earned in the designated quarter may carry forward to the following quarter if the student remains eligible to receive work study. However, it may not be earned in advance. Any earnings above the carry-over and/or quarterly award will not be reimbursed by Western Washington University.

Form fields for Annual Work Study Award, Fall Award, Winter Award, and Spring Award.