

# Student Employee Request Form

**Department and Banner Org or Name of Employing Agency:**

\_\_\_\_\_

**Term of Employment** (circle requested term/s): Fall/Spring    Fall    Spring    Summer

**Position Title:** \_\_\_\_\_

**Length of Employment:** \_\_\_\_\_

**Number of Positions Available:** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

**Address of Employer:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Purpose of Position:**

**Job Description:** (duties and responsibilities)

**Qualifications Needed:** (ex. Familiar with Microsoft Office Suite, etc.)

**Hours per week:** \_\_\_\_\_

**Funded:** Federal Work Study

**FEDERAL WORK STUDY AGREEMENT  
Off-Campus Contract**

This agreement is entered into between Shepherd University, hereinafter known as the "Institution," and \_\_\_\_\_, hereinafter known as the "Agency," a (Federal, State, or local public organization) (private nonprofit organization)(private for-profit), (strike one), for the purpose of providing work to students eligible for the Federal Work Study (FWS) program.

The jobs provided by your for-profit agency to Shepherd University students must be academically relevant, to the maximum extent practicable, to the students' program of study.

Schedules to be attached to this agreement from time to time, bearing the signature of an authorized official of the Institution, will set forth brief descriptions of the work to be performed by students under this agreement, the hourly rates of pay, and the maximum number of hours per week each student may work. These schedules will also state the total length of time the project is expected to run.

Students will be made available to the Agency by the Institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Agency by the Institution, either on its own initiative or at the request of the Agency. The Agency agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex. It further agrees that it will comply with the provisions of the Civil Rights Acts of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education which implement those Acts. Other than for unlawful reasons the Agency may cause the termination of any student at any time by notice to the institution.

Transportation for students to and from their work assignments will not be provided by either the Institution or the Agency, but is the responsibility of the student.

The Institution is considered the employer for purposes of this agreement. It has the right to end this agreement if it has a legitimate reason to do so. The Institution shall determine that the students meet the eligibility requirements for employment under the Federal Work Study Program, assign students to work for the Agency, and determine that the students do in fact perform their work.

Compensation of students for work performed on a project under this agreement will be disbursed—and all payments due as an employer's contribution under State or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws, will be made—by the Institution.

The amount of the Agency's share will be 50% of the compensation paid to students. It is understood by the parties hereto that the Institution—Shepherd University—is dependent upon grants from the Federal Government pursuant to the Higher Education Act of 1965 for the payment of its share of the costs of this program and cannot make such payments unless it receives such Federal Grants. At such times as are agreed upon in writing the Agency will pay to the Institution an amount calculated to cover the Agency's share of the compensation of students employed under this agreement.

AGENCY

SHEPHERD UNIVERSITY

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Print name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_