

Campus Correspondence

Financial Aid Office
WASHINGTON AND LEE UNIVERSITY

TO: Summer Work-Study Participant
FROM: James Kaster, Director of Financial Aid
DATE: April 7, 2011
SUBJECT: Summer Work-Study Community Service Checklist

The following documentation must be completed and returned to the Financial Aid Office (Human Resource or Business Office if indicated) before May 1st 2011:

Deadline April 15th:

- Valid and eligible 2010 and 2011 FAFSA
- Official job offer, description, and mission statement from the organization
- Federal Work Study Application with budget and summer housing information

Deadline May 1st:

- Official documentation of housing costs
- Statement of Attributable Earnings
- Completed Community Service Federal Work-Study Off-Campus contract
- Completed Community Service Federal Work-Study Schedule "A"
- Form W-4 – Employees Withholding Allowance Certificate and Employment Eligibility Verification & Form I-9 completed and submitted to Human Resources
- Direct Deposit form with "Voided Check" from personal bank account completed and submitted to the Business Office (not required but strongly encouraged)

Failure to complete any of the above materials by the deadline will cancel all Federal Work Study Funding commitments and you will be ineligible for any summer funding.

Enclosed: Federal Work Study Application
Weekly Payroll Schedule and Payroll Instructions
Sample of Completed Time Sheet
Blank Time Sheet
WebAdvisor Handout
Sample Statement of Attributable Earnings
Sample Summer Budget
Schedule A and Contract

You are paid at the rate of \$15.50 per hour up to 40 hours per week on a bi-weekly schedule. You are not eligible to be paid overtime and/or holiday pay for this program. ***You are not eligible to receive any additional compensation, credit, or funding in connection with agency/employer while participating in this program.*** Should any problems arise with these procedures, you can reach us at (540) 458-8295.