



**Kentucky State University  
Office of Financial Aid  
400 E. Main St ASB #349  
Frankfort, KY 40601  
Office: 502-597-5960 Fax: 502-597-5950**

## **“RETURNING” FWS STUDENT CHECKLIST**

**(FOR STUDENTS WHO HAVE WORKED AT THE UNIVERSITY DURING THE PAST 12 MONTHS)**

- Financial Aid Award Printout – Printed from banner “Wired” Self- service. (Attach to Agreement to Hire form and return to FAO)
  
- Agreement to hire form ----- All questions must be answered and signed by both the supervisor and student. (Return to Financial Aid)

**Check to make sure all required documents are attached before turning in.  
Remember the Printouts and Agreement to Hire forms are to be turned into the  
Financial Aid Office NOT the Personnel Department.**

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Supervisor’s PRINT NAME & signature

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Student’s Signature & ID number



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**WORK STUDY "AGREEMENT TO HIRE" FORM**

FALL \_\_\_\_\_

SPRING \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID number

\_\_\_\_\_  
Dorm or Local Mailing address (required)

\_\_\_\_\_  
Campus or Local Phone Number (required)

The above student has been awarded Federal Work Study Employment. Please discuss the requirements of the position available and if you wish for this student to be assigned to a position available in your department, please complete the section below. Upon receipt of this "Agreement to Hire" form, and all other forms listed on the "Checklist" by the Financial Aid Office, the Supervisor will be mailed the FWS Employment Authorization form.

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

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Department Timekeeper: \_\_\_\_\_

Student and Supervisor have discussed the job requirements / responsibilities and the student agrees to comply. Student and Supervisor understand that completing this form **DOES NOT** fulfill all requirements and the student **MAY NOT** start work at this time.

Is this student a Building Assistant in any dorm? \_\_\_\_\_

*(BA students cannot work under FWS program.)*

Does this student participate in any sport (football, tennis, basketball, etc.)? \_\_\_\_\_

*(Athletes may not have work study assignments in the Athletic Department.)*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return form to the Financial Aid Office within 3 days.**

