

  
DENVER SEMINARY  
2024-25

**Federal Work Study Position Eligibility Confirmation**

Student name: \_\_\_\_\_ Student #: \_\_\_\_\_

This form has multiple steps for you to complete. The completion of this form does not guarantee Work Study funding. **Please note that any changes to your Financial Aid awards can affect the amount of Work Study funding available to you.** Any increases in your Financial Aid need to be discussed with the Financial Aid office to determine how that will change your Work Study eligibility.

***Please read and initial each line:***

\_\_\_\_\_ By completing this form I understand that if my Financial Aid awards change, I may lose my Work Study eligibility.

\_\_\_\_\_ I will notify Financial Aid if I receive additional funding (Scholarships, Loans, etc)

\_\_\_\_\_ I understand that need to be enrolled during the semesters (Fall, spring) that I am working to be eligible  
\*you may be eligible during summer if not enrolled in summer on a case by case basis\*

\_\_\_\_\_ I understand that I need to maintain my Satisfactory Academic Progress (completion rate, GPA) to be eligible for Work Study.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Step 1- To be completed by the Financial Aid Department**

Has the FAFSA been completed?                      YES              NO

Are there any outstanding issues with the FAFSA that would cause the student to not be eligible for Work Study?                      YES              NO

Maximum amount of Work Study available:    \$ \_\_\_\_\_

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Step 2- To be completed by the Hiring Manager**

Date of Hire: \_\_\_\_\_ Start date: \_\_\_\_\_

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

***Please ensure the Hiring manager completes the "Employment Notification Form" found on the Denver Seminary Intranet***

Hiring Managers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Once completed take this form to the *Human Resources Department*.**