



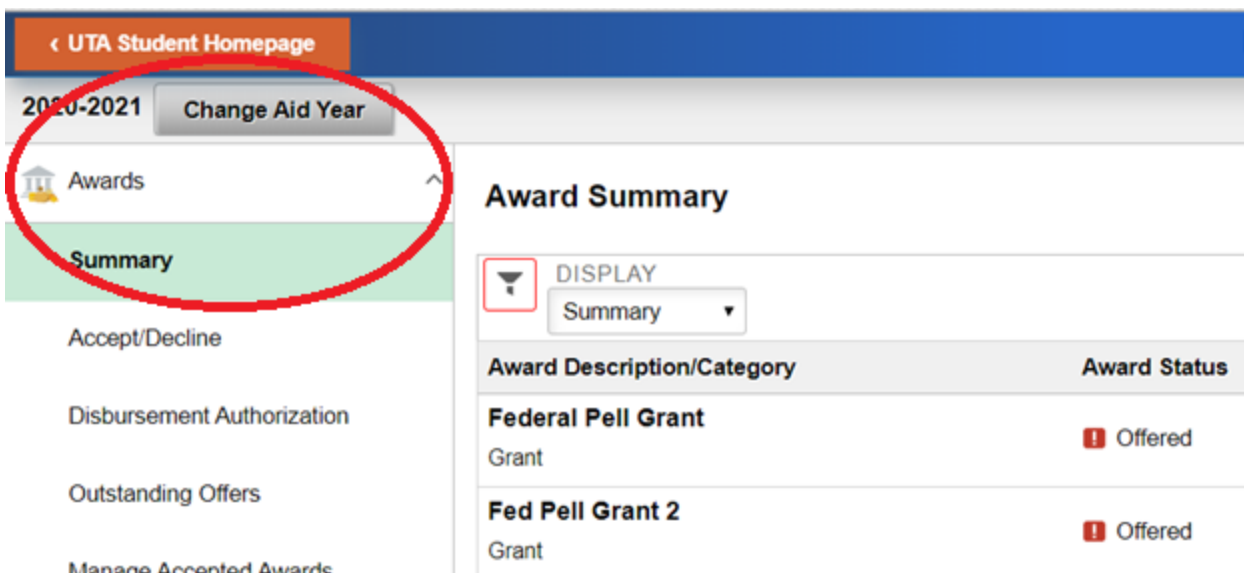
# How To Access Your Work Study Eligibility Form

**\*These forms are not available to view/print, until the first financial aid disbursement date of any given semester.\***

First, student will click on the 'Financial Aid' tab from their UTA Student Homepage:



Next, they will click on 'Awards', then 'Change Aid Year', if not already defaulted to correct one:





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## How To Access Your Work Study Eligibility Form

They can choose which aid year they wish to view:

| Select a Value <span>✕</span> |
|-------------------------------|
| Financial Aid Year 2020-2021  |
| Financial Aid Year 2019-2020  |
| Financial Aid Year 2018-2019  |
| Financial Aid Year 2017-2018  |
|                               |

Then, on the left side, they will see a 'Work Study Eligibility Form' drop down box:



# How To Access Your Work Study Eligibility Form

< UTA Student Homepage  
 2019-2020 Change Aid Year  
 Awards  
 Financial Aid Summary  
 Work Study Eligibility  
**Work Study Eligibility Form**  
 Work Study Eligibility Print  
 Additional Links  
 Help: Report Outside Aid  
 Help: Accept/Decline Aid

By clicking on 'Work-Study Eligibility Form', they will be able to view and print their form.

UTA Student Homepage Work Study Eligibility Form  
 UNIVERSITY OF TEXAS ARLINGTON  
**2019 - 2020 Work-Study Eligibility Form**  
 Printable Form  
 Work-Study Award Amount

| Term                     | Amount |
|--------------------------|--------|
| Summer (Jun 1 - Aug 31): | 0      |
| Fall (Sept 1 - Dec 31):  | 1000   |
| Spring (Jan 1 - May 31): | 2000   |

**General Work-Study Eligibility and Payment Policies:**

- The student must be enrolled in at least six credits (minimum half-time) for the semester they want to work.
- The student must be meeting the terms of the Satisfactory Academic Progress Policy.
- The student cannot begin to work prior to the first day they are eligible for the semester and may not work beyond the last date of the semester.
  - Summer dates: Jun 1 - Aug 31
  - Fall dates: Sept 1 - Dec 31



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# How To Access Your Work Study Eligibility Form

[myman.utah.edu/ut/system.edu/jsp/AMCSPRO\\_42/EMPLDYTE/SAW/WEBUI/UTA\\_FULLCOOL/fieldFormula/Script\\_WorkStudyForm](https://myman.utah.edu/ut/system.edu/jsp/AMCSPRO_42/EMPLDYTE/SAW/WEBUI/UTA_FULLCOOL/fieldFormula/Script_WorkStudyForm)


**UNIVERSITY OF TEXAS** ARLINGTON

## 2019 - 2020 Work-Study Eligibility Form

**Work Study Award Amount**  
 Summer (Jun 1 - Aug 31): \$ 0  
 Fall (Sept 1 - Dec 31): \$ 1888  
 Spring (Jan 1 - May 31): \$ 2000

**General Work Study Eligibility and Payment Policies:**

- The student must be enrolled in at least six credits (minimum half-time) for the semester they want to work.
- The student must be meeting the terms of the Satisfactory Academic Progress Policy.
- The student cannot begin to work prior to the first day they are eligible for the semester and may not work beyond the last date of the semester:
  - Summer dates: Jun 1 - Aug 31
  - Fall dates: Sept 1 - Dec 31
  - Spring dates: Jan 1 - May 31
- Students are not permitted to work during scheduled course time (any exception, such as a course cancellation, must be documented by the department).
- Students are responsible for immediately notifying their supervisor if they receive a Work-Study Award change from the Office of Financial Aid.
- DEPARTMENTS ARE RESPONSIBLE FOR ENSURING A STUDENT DOES NOT EXCEED THEIR WORK-STUDY AWARD.**

*The hiring department must complete the section below and submit the completed authorization form to Human Resources at [hrrecruti@uta.edu](mailto:hrrecruti@uta.edu).*

**Work Study Hiring Authorization**

|   |                    |
|---|--------------------|
| Department Name: _____                    | Box Number: _____  |
| Department Number: _____                  | Cost Center: _____ |
| Position ID: _____                        | Job Code: _____    |
| Hours per Week (may not exceed 19): _____ | Hourly Rate: _____ |