



**Kean University**  
**FEDERAL WORK-STUDY PROGRAM (FWS)**  
**EMPLOYMENT AGREEMENT FORM**  
**2014-2015**

Please read this Employment Agreement Form carefully so that you will understand the terms of your FWS employment.

Federal regulations require that all FWS Students sign the University Employment Agreement Form, accepting the terms of employment set by the university and by the government.

FWS is a unique Financial Aid Award. FWS is different from a grant ('free money'), or a Stafford Loan (the ability to borrow money from the Federal Government to pay for college expenses). A FWS Award offers the opportunity for an eligible student to work on campus or off campus at a community service location part-time, earning at least the NJ minimum wage (\$8.25). Paychecks earned from FWS may be direct deposited to a bank account or sent to the address on file.

Requirements for participating in FWS include registration of at least 3 credits, and meeting the 'Satisfactory Academic Progress' (SAP) requirements.

The FWS program operates within a fixed federal budget each academic year.

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Please read and check the boxes below certifying your understanding of these *additional conditions* for FWS employment:

- I agree that all Federal Financial Aid (federally assisted loans, grants, FWS) that I receive will be used toward my Kean University education related expenses.
- I agree that I am not in default on any Perkins Loan, Federal Direct Stafford Loan, or alternative student loan activated during my attendance at Kean.
- I understand that I will be paid for hours worked on a bi-weekly basis and earnings are not applied directly to my account balance.
- I agree that I do not owe 'overfunded Financial Aid' reimbursement dollars to either the Federal or State Government from any Pell Grant, Supplemental Educational Opportunity Grant (SEOG), or State Grant Program while attending Kean University.
- I understand that I may not work more than 8 hours in one day. This 8 hour day includes a 1 hour unpaid lunch break. This means that students are compensated for a maximum of 7 hours per day. Furthermore, if a student is at work for 4.5 to 6.5 hours in a given day, he/she is required to take a 1/2 hour unpaid lunch break during this period. Being at work for at least 6.5 up to a maximum of 8 hours requires a 1 hour unpaid lunch break that day.
- I understand that I cannot report to work when I am scheduled to attend class nor use work time to complete class assignments. FWS is designed to complement and reinforce the student's educational program -not to distract from it.

***\*My signature indicates that I have read this Kean University Employment Agreement Form, and understand all of the terms and conditions of FWS employment.***

Printed Name: \_\_\_\_\_ Kean ID#: \_\_\_\_\_

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