

REQUEST TO RENEW THE OFF-CAMPUS FEDERAL WORK-STUDY CONTRACT
FISCAL YEAR _____
(JULY 1- JUNE 30, _____)

Please return to:

Kyna Burgett, FWS Coordinator
Office of Student Financial Aid and Scholarships
1278 University of Oregon
Eugene, OR 97403-1278

Phone: (541) 346-1173; (800) 760-6953
e-mail: kmbacon@uoregon.edu
FAX: (541) 346-1175

The university considers requests to enter into contractual agreements with federal, state or local public agencies, and with private non-profit organizations, based upon the following rules and upon available funds. By signing this document, you agree to the following:

1. Employer must be a public or private non-profit organization.
2. Employment must not result in the displacement of other employees.
3. Work must be in the public interest.
4. Work cannot require religious or political involvement.
5. Work does not involve the construction, operation or maintenance of any facility used or to be used for sectarian instruction or as a place of religious worship.
6. Employer will provide meaningful work. Preferably work will enhance the student's educational objectives.
7. Employer must provide adequate supervision and training for the student employed.
8. Employer must provide workers' compensation insurance for the student.
9. Employer must provide responsible record keeping and monitoring of student hours within the limitations of the student's FWS certification.
10. Agency must have funding available and the ability to write checks to pay its portion of the student's compensation.

Name of Agency/Employer _____

Address _____

City _____ State _____ Zip _____

Agency Contact for
Work Study Agreement: _____ Phone: _____

Signature: _____ E-mail _____

Agency Contact for
Monthly Payroll Reports: _____ Phone: _____

E-mail: _____