Off-Campus Procedures for Signing MOU’s in Dynamic Forms
Create a New Account
Create a Docuforms Account
First Name *
Enter your First Name here

Last Name *
Enter your Last Name here

Email Address *
Enter your Email Address here

Confirm Email Address *
Confirm your Email Address here

Secret Question *
-- Please select --

Secret Question Answer *
Enter your Secret Question Answer

Answer Hint *
Enter your Secret Question Hint

Create Account
Confirm your email

Verify your email
We sent an email to your inbox
Please visit the link provided in that email to confirm your email address and activate your account.
NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

Confirm your email

From:
notify@ngwebsolutions.com

To:

Subject: Verify your email

Hello [Name], Thank you for creating a Dynamic Forms account!

In order to complete your account registration, you must confirm your email by visiting the link below.

Confirm Email
Log in
Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.

What is your favorite pet's name?

Having trouble with your security question? Click here for more options.

This is my device

By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

Log In

Create New Account
Forgot Your Password?
Protecting your data
Completing the MOU

**2021-2022 Work Study Program MOU for Off-Campus Employers**

**Memorandum of Understanding**

I understand that the Work Study Program is foremost a student financial aid resource, not an institutional employment program, and that the express purpose of its employer program employment opportunities for qualified students. I agree to abide by the conditions which govern the Work Study Program, and in so doing will comply with the provisions of all federal state and local laws, regulations, and exclusive orders regarding affirmative action requirements.

Therefore, I represent that this department be allowed to participate in the Work Study Program during the period July 1, 2021 to June 30, 2022.

The employer will:

- Notify those students that can be properly represented and effective, allow for the pre-determined number of hours required to earn 100% of their allocation.
- Perform all portion of all work study student direct earnings. Earnings up to the student's allocation amount.
- Be responsible for the payment of any earnings not paid by the student's work study account.
- Provide all work study incentives to have the same work study incentives.
- Allow the work study incentives to be paid in full during periods of regular and non-regular employment to student will work more than fifty (50) hours a week in any work study assignment.
- Ensure that students are not working during scheduled class times. Exceptions are permissible on an individual basis, if the instructor has excused the student from attending for a particular class, and if the student is receiving credit for the internship, externship, or community work study experience.
- Any such exceptions must be documented.
- Adhere to the COE's timekeeping policies.
- Maintain current job descriptions and ensure the job classification is communicated with the states and responsibilities of the position.
- Submit all signed employment agreements with the Student Financial Aid Office.
- Ensure that all employees are fully informed of the employee handbook information and be aware of the requirements of the MOU...
- Obtain and maintain an Employee Handbook that is consistent with the MOU...
- Be aware that the employer of work study student will not result in the displacement of other employed workers or impact existing contracts for services. Do not substitute funds provided for graduate teaching or research assistants.
- Be aware that if a student's need for financial aid changes, it may necessitate withdrawal of all the work study award and subsequent termination of employment.

**I represent that this department be allowed to participate in the Work Study Program during the period July 1, 2021 to June 30, 2022.**

**Required Field**
Electronic Signature

Please read the Disclosure/Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

[Input fields for name]

[Button: Sign Electronically]

If you would like to opt out of electronic signature, please click the “Opt out and print” link below to save your information and print a local copy for your signature.

Opt out and print.
We advise again this, as your signature is required on the MOU in order to approve your students to work.
Thank you for submitting this form. It will now be sent to the Office of Financial Aid for review.

Please contact us if you have any questions.
2021-2022 Work Study Program MOU
for Off-Campus Employers

First Name: [Redacted]
Last Name: [Redacted]
Employer Name: [Redacted]
Phone Number: [Redacted]
Physical Address: [Redacted]

Memorandum of Understanding

I understand that the Work Study Program is a federal student financial aid resource, not an institutional employment program, and that the express purpose is to provide part-time employment opportunities for qualified students. I agree to abide by the conditions which govern the Work Study Program, and in so doing, will comply with the provisions of all federal and state laws, regulations, and executive orders regarding affirmative action requirements. Therefore, I request that this department be allowed to participate in the Work Study Program during the period July 1, 2021 to June 30, 2022.

The employer will:

- Hire only those students that can be properly supervised and effectively utilized for the predetermined number of hours required to earn 100% of their allocation.
- Pay the applicable portion of all work study students’ total earnings up to the students’ allocation limit.
- Pay 100% of earnings in excess of the students’ work-study allocation limit.
- Be responsible for the payment of all earnings exceeding 50% of the annual allocation limit earned prior to Spring semester.
- Abide by the work-study limitations on hours as follows: During periods of regular and non-regular enrollment no student may work more than forty (40) hours in any one week.
- Ensure that students are not working during scheduled class times. Exceptions are permitted if an individual class is cancelled, if the instructor has released the student from standing for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exceptions must be documented.
- Follow the COLE’s time-keeping procedures.
- Maintain current job descriptions and ensure the job classification is commensurate with the duties and responsibilities of the position.
- Return all student employee forms and paperwork to the Student Employee Handbooks.
- Refer to “Issues & Concerns” in the Student Employee Handbook when necessary, for advice on the resolution of employment conflicts at the department level.
- Report any work violations or irregularities.
- Provide available for review, upon request, the employment records and other related information on work-study students within its ability.
- Equalize that all work-study students have complied with the U.S. Citizenship and Immigration Service requirements (proof of legal authorization to commence work).
- Provide the student employees a two-week notice before terminating employment.
- Ensure that the employment of work-study students will not result in the displacement of other employed workers or impair existing contracts for services.
- Do not utilize funds presently spent on graduate training or research assistantships and reserve that funding with work-study monies.
- Be aware that if a student’s need for financial aid changes, it may necessitate withdrawal of the work-study award and subsequent termination of employment.

Neither the Office of Financial Aid nor the Career Center can ensure that positions requested will be filled or that replacements will be furnished for vacant jobs.

I acknowledge that I have received information explaining the Work Study rules and regulations (as seen above) for hiring and supervising work-study students. I agree that my employer will be responsible for keeping records of students’ hours and earnings in order to prevent over-earnings. I understand that compliance with these procedures is essential so that my agency may fulfill the Memorandum of Understanding. Noncompliance may result in the termination of this Memorandum of Understanding.

Signature: [Redacted]
Date: [Redacted]