Bethany
A Small College of National Distinction

2017-2018

Student Work Study Program

AUTHORIZATION FORM

Student Section	Supervisor Section
Last Name: _____	**Name of Department/Area**_____
First Name: _____	**Supervisor Name**_____
E Mail: _____	**Supervisor Phone #** _____
Work Study Allotment $_____	**Supervisor E Mail**_____

Student Certification

I agree to accept employment in the department named above. I understand I will be expected to perform my duties in a responsible manner, to comply with the requirements of the job, adhere to the instructions of my supervisor and follow the guidelines established by the Bethany College Student Employment Handbook. I further understand my employment is contingent upon satisfactory job performance and being a student in good standing. I may be removed from my position and from the Student Work Study Program if I do not meet minimum standards. I will accurately record my work hours and will maintain a record of my earnings in order not to exceed my awarded financial aid limit.

_____ _____

Student Signature **Date**

Supervisor Certification

I agree to hire the above named student under the conditions described and adhere to the policies set by the Bethany College Student Employment Handbook. I will supervise the work performed and be responsible for approving the Student's Time Sheet for the Student Payroll/Student Accounts Office. I will also be responsible for maintaining a record of student earnings and may not pay students beyond their earnings limit, which may be changed from the amount originally awarded by the Financial Aid Office.

_____ _____

Supervisor Signature **Date**

STUDENT IS NOT ELIGIBLE TO WORK UNTIL APPROVED BY DIRECTOR OF BUSINESS AFFAIRS:

Bethany College Student Work Study Program, Business Affairs Office, 304/05 Cramblet Hall

_____ _____

Saralyn Dague – Executive Director of Business Affairs **Date**

A student is not cleared to begin any work study position until a fully executed authorization form is returned to the employer or an email is sent stating the student is cleared. It is the student's responsibility to return the authorization form to the Business Affairs Office. The student cannot be entered into a WebTime entry positions without clearance.