

Columbia Basin College (CBC) State Work Study (SWS) Authorization & Referral Form

Student Name (As printed on Financial Aid forms) _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell or Message Phone _____

Major or Career Interest _____ Email Address _____

Freshman _____ Sophomore _____ Junior _____ Senior _____

(Shaded area to be completed by CBC Financial Aid & Student Employment)

Listed below are the student's financial aid awards for the **2012-2013** academic year.

FALL \$ _____ = _____ Hrs/Qtr WINTER \$ _____ = _____ Hrs/Qtr SPRING \$ _____ = _____ Hrs/Qtr
(09/24/2012 – 12/31/2012) (01/01/2013 – 03/31/2013) (04/01/2013 – 06/14/2013)

The student's quarterly award amount is equal to their eligible gross wage earned under the SWS program. The employer is reimbursed their contracted percentage rate of the gross earnings up to the award amount. Given the hourly rate of pay listed below, this student is eligible to work _____ hrs. per week.

Students are eligible to work a maximum of 19 reimbursable hours per week during the academic year. Hours worked beyond the maximum listed above, or in addition to the award amount will not be reimbursed. The maximum work study award is subject to revision if the student's Financial Aid eligibility changes. Employers will be informed accordingly.

Signature School Authorization _____

Institution: Columbia Basin College: 2600 North 20th Avenue Pasco, WA 99301

Phone Number: (509) 542-4875

IMPORTANT INFORMATION FOR EMPLOYERS

1. This authorization certifies that on the date signed; this student is eligible for the SWS program at CBC.
2. The employers pays all of the student's earnings plus benefits, submits a monthly timesheet to the CBC Financial Aid and Student Employment office, and then will be reimbursed for the employers contracted percentage of the student's earnings up to the earning limit shown above for each quarter. Employers are responsible for monitoring limits.
3. Submit the original Authorization & Referral form to CBC Financial Aid & Student Employment **prior to the student starting work**. CBC will then complete the shaded portion and mail a copy to both the student and the employer.
4. A current signed SWS contract must be on file with the CBC Financial Aid and Student Employment office prior to the student's employment.
5. The employer's reimbursement percentage rate is listed on the employer's SWS contract.
6. Additional information about SWS can be found in the SWS Handbook and on our website at:
<http://jobs.columbiabasin.edu>

EMPLOYER:

Legal Business Name _____ Employer Representative _____

Phone _____ Fax _____ E-Mail _____

Address _____ City _____ State _____ Zip _____

Student's Supervisor _____ Phone _____ E-Mail _____

Student's Job Title _____ Average hrs per week _____ Rate of Pay \$ _____/hr

Start Date _____ Reimbursement ends on **June 14, 2013** for the 2012-13 academic year.

Employer Signature _____ Date _____

Thank you for considering this student and supporting the growth of the Washington State Work Study Program.

Please return this form to: Kamara Brooks, Columbia Basin College, Financial Aid and Student Employment

2600 North 20th Avenue MS H-2, Pasco, WA 99301

Email: kbrooks@columbiabasin.edu Fax: (509) 547-3673 Phone: (509) 542-4875