Idaho Work Study Student Form

Idaho Work Study (IWS) Policies & Procedures – STUDENT FORM

PURPOSE: Idaho Work Study is an employment program designed to allow Idaho resident students with educational need to obtain work experience related to the student’s course of academic study.

POLICIES: The job the student is seeking or has obtained must be off-campus and the students must meet the following requirements:

- Be an Idaho resident according to the Idaho State Residency Certification Form
- Be a current BYU-Idaho student taking at least 6 credits
- Working 20 hours per week or less
- Be in good standing at BYU-Idaho
- Meet BYU-Idaho’s satisfactory academic progress standards as determined by the Financial Aid Office
- Obtain work responsibilities related to academic field of study
- Due to budgetary constraints students may be rotated through the program

STUDENT PROCEDURES: To participate in the Idaho Work Study Program, please complete the following steps outlined below.

1. Complete the Idaho Residency Certification Form
2. Complete the Idaho Work Study Application
3. Deliver both of these forms to BYU-Idaho’s Student Financial Aid Office (SFA)
4. During your employment period, sign your employer’s payroll record indicating your daily work hours and a weekly summary. (Your employer will submit it to BYU-Idaho)
5. Complete a re-certification form for the IWS program at the beginning of each semester or you will be dropped from the program without notification

I CERTIFY I HAVE READ AND UNDERSTAND THE IDAHO WORK STUDY PROGRAM AND RESPONSIBILITIES.

Signed_____________________________________   Date________________