

AIP – Work-study Acknowledgements

ASSIST/Self-Service Message:

Welcome to the Work-Study Program! We hope your employment experience under this program will be a beneficial and rewarding one. Before beginning your job search, you MUST accept your award and complete a Work-Study Acknowledgement.

1. View your pending Action Item(s).
2. Click on “Work-study Acknowledgment”, the item pending action will appear on the upper right-hand side of the screen.
3. Read the disclosure.
4. Acknowledge the requirements.
5. Click “Save”.
6. You are done! Please allow 24-36 hours for the requirement to satisfy on your account.

The screenshot displays the UTRGV Financial Aid system interface. At the top, the UTRGV logo is on the left, and a gear icon and the text 'Financial Aid Aid Test' are on the right. A 'Financial Aid Checklist' pop-up window is open, showing a table with the following items and statuses:

Items	Status
Financial Aid Application	Received
Have outstanding requirements	Yes - Review Requirement
Ready for financial aid awarding	Yes
Financial aid awarding process completed	Yes - Review Your Awards
Financial aid has been offered	Yes
All financial aid awards have been accepted	No
All financial aid awards have been paid	No





Below the checklist, the 'Student Requirements' section is visible, showing a list of 'Unsatisfied Requirements':

- Pay Institutional Charges: Last update: 02/12/2021 (PENDING)
- TEXAS Grant Renewal Acknowledgement: Last update: 02/10/2021 (PENDING)
- Texas Grant Statement of Eligibility: Last update: 02/12/2021 (PENDING)
- Work-study Acknowledgement is required: Last update: 02/12/2021 (PENDING)

The 'Work-study Acknowledgement is required' item is highlighted with a green border.

Student Requirements [?]

Unsatisfied Requirements

 Pay Institutional Charges: Last update: 02/12/2021	PENDING	▼
 TEXAS Grant Renewal Acknowledgement: Last update: 02/10/2021	PENDING	▼
 Texas Grant Statement of Eligibility Last update: 02/12/2021	PENDING	▼
 Work-study Acknowledgement is required: Last update: 02/12/2021	PENDING	▲

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End Date:03/31/2021

Work-study Acknowledgment 2021

Pending

Please complete this "Work-study Acknowledgment" to ensure you are aware of all the requirements needed to continue to meet eligibility requirement for your work-study award.

Work-study Acknowledgment

Congratulations on your Work-study award!

Work-study is a form of financial aid that is designed to provide part-time student employment for currently enrolled students in need of additional funds. UTRGV offers work-study through Federal, State and Institutional funds for eligible undergraduate and graduate students!

Students can work on campus with a UTRGV office or with one of our approved Off-Campus Work-study employers.

PLAN AHEAD! MAINTAIN YOUR ELIGIBILITY!

- Have a completed FAFSA/TASFA which includes completing the verification process, if applicable. Students are encouraged to submit FAFSA/TASFA as soon as possible after October 1 and no later than January 15 to ensure timely processing.
- Demonstrate financial need
- Maintain your UTRGV Financial Aid Satisfactory Academic progress www.utrgv.edu/SAP
- Be pursuing a degree (students pursuing certificate programs or professional improvement are not eligible)
- Be enrolled and maintain enrollment throughout the semester in classes toward your degree
 - Federal/Institutional Work-study: 1 credit hour minimum
 - Texas College Work-study: 6 credit hour minimum
- Be an eligible U.S. Citizen, Permanent Resident, or a TASFA student that
 - Is authorized to work with a valid Employment Authorization Card and has Social Security Card

KNOW YOUR FACTS!

- Work-study awards do not pay for your tuition and fees. You earn your award by getting a job on campus or with one of our Off-Campus Work-study programs.
- You do not have to pay your work-study award back.
- You can still receive work-study as a graduate level student pursuing a master's degree.
- The Financial Aid Office cannot place you in a job, it is up to you to apply and interview for -jobs available.
- Students cannot earn more than their work-study award. Students and supervisors should monitor worked hours to ensure that you are within your work-study award.
- Work-study awards can be reduced or canceled if your eligibility changes due to enrollment, SAP, need availability, or you receive an additional financial aid award or scholarship.
- You should notify immediately your employer if your work-study award changes, such as receiving a scholarship, or requesting a student loan, or another form of need based financial aid. These items may affect your work-study assignment.
- Students employed under work study should not work during scheduled class times, even if class is cancelled.
- If at any point your supervisor requires you to work during class time, this is a violation of work study rules, and should be reported Work Study Office immediately.

FINDING A JOB

Students can view and apply for On-campus jobs, Off-Campus Work-study Program jobs, and other opportunities through Handshake found on your my.utrgv.edu account.

The Career Center offers services to students and Alumni to help you reach your career goals! Services include resume reviews, mock interviews, job search strategies, career planning, self-assessment and more!

To contact the career center email them at careercenter@utrgv.edu or call them at (956)665-2243 for the Edinburg Campus or (956)682-5627 for the Brownsville Campus.

Office Hours are Monday to Friday 8:00 a.m. to 5:00 p.m.

For access to Handshake or other Handshake related questions, please contact Career Center.

Questions?

Have any questions? We are here to help! Your Work-study Program will be happy to assist you with any questions regarding Work-study.

E-mail: workstudy@utrgv.edu

For immediate general information regarding Workstudy, please visit: www.utrgv.edu/workstudy

Yes, I understand I need to meet these requirements to remain eligible for my Work-study award

Save

