

University of California, Santa Barbara
Financial Aid Office
Federal Work-Study Program
Student Affairs Administrative Services Building, Room 2101
Application for Participation as For-Profit Organization

1. Legal Name of Organization: _____

Mailing Address

(Number and Street)

(City) (State) (Zip Code)

Telephone Number: _____ Fax Number _____

2. Tax Identification Number: _____

3. Chief Operating Officer of Organization: _____

(Name)

(Title)

(Phone)

(Email)

4. Chief Financial Officer of Organization: _____

(Name)

(Title)

(Phone)

(Email)

5. Who would you like us to contact about work-study contract issues?

(Name)

(Title)

(Phone)

(FAX)

(Email)

6. State purpose and/or the services your organization provides:

Work performed by a Work-Study student employee for a for-profit agency shall be academically relevant to the student's educational goals. The attached "Statement of Academic Relevance" and Work-Study Student Employee Detailed Job Description must be submitted with a signed Off-Campus Referral for each potential student employee.

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FOR-PROFIT ORGANIZATION
STATEMENT OF ACADEMIC RELEVANCE

Agency Name: _____

Contract Year: _____ Date: _____

Student's Name: _____

Degree Objective/Academic Field: _____

Proposed Position Title: _____

Hourly Rate of Pay: _____

Please explain how this position is academically relevant to the above student's degree objective/academic field:

(Signature of Organization Officer) (Date)

(Name and Title)

(Signature of Student) (Date)

Approval:

Director, Financial Aid (Date)
University of California, Santa Barbara

**Financial Aid Office
Federal Work-Study Program**

WORK-STUDY STUDENT EMPLOYEE DETAILED JOB DESCRIPTION

Agency Name: _____

Agency Address: _____

Agency Telephone Number: _____ **Fax Number:** _____

Student's Name: _____

Job Title: _____ **Hourly Pay Rate:** _____

Supervisor's Name: _____ **Supervisor's Title:** _____

General Summary of Duties:

JOB DUTIES/RESPONSIBILITIES:

WSP Office Use Only: Job Request Number: _____
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Percentage of Time (Time of all duties must add up to 100%)	Frequency (Daily, Weekly, Monthly, Quarterly, Annually)	Job Duties/Responsibilities (Please list in order of importance)

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**Federal Work-Study Program Employment Regulations
For Profit Agency**

Federal guidelines dictate that the work performed by Federal Work-Study Program student employees must be in the public interest. This regulation prohibits FWSP student employees from performing work primarily to serve the interest of the organization. For instance, FWSP students may not assist in membership and/or fund drives. In addition Federal Work-Study Program student employees may not:

- displace, supplant or replace employed workers or fill vacant positions created by strikes or impair existing contracts for services, or
- involve any partisan or non-partisan political activity, work for any political party or
- elected official, or depend on the student's political support or party affiliation as a condition of employment or
- involve the construction, operation, or maintenance of any place used for sectarian instruction or religious worship, or involve any sectarian or religious worship, or
- Involve work that primarily benefits the members of an organization that has membership limits, such as a credit union, fraternal or religious order or cooperative, or
- Involve any Federal or State lobbying or employment for the Department of Education.

In addition, the work performed by a Work-Study student for a for-profit agency shall be academically relevant to a student's educational goals, as stipulated in the Statement of Academic Relevance (Page 2).

I authorize the FWSP to publish my organization's name as a participating Work-Study employer both on the Work-Study web site and any applicable publications:

Yes No

I certify that:

- a. The information given on this application, the Statement of Academic Relevance, and the Work-Study Student Employee Detailed Job Description is true and correct to the best of my knowledge, and
- b. The organization described above is a for-profit organization, and
- c. I have read the Federal Work-Study Program Employment Regulations, and
- d. Any student worker provided by the University of California in connection herewith will not be permitted to violate any of the Federal Work-Study Program Employment Regulations stated in this application or the contract with the University of California, Santa Barbara.

(Signature of Organization Officer)

(Name and Title -- Please Type or Print)

(Date)