

College Work-Study Handbook Acknowledgement

Instructions:

1. Complete, sign, and date this form. Please make sure no fields are left blank.
2. Submit this form to:
 The Office of Scholarships and Financial Aid
 Email: workstudy@uh.edu
 Online: Via your myUH account To-Do List item 'Work-Study Handbook Acknowledg'

Visit uh.edu/sfaupload for more information on how to upload your forms online.

Last Name	First Name	myUH ID
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Please indicate the semester and year for which you are completing this acknowledgement:

Fall ____ (year)
 Spring ____ (year)
 Summer ____ (year)

This is to provide you with information and directions to the Student Employment Handbook on the University of Houston website. Go to <https://tinyurl.com/UHWS-Handbook>.

This form contains my acknowledgement that I have received directions for accessing University of Houston’s College Work-Study Handbook.

I understand that the Student Employment Handbook provides general statements of policy and procedures and is not an express or implied contract or promise guaranteeing any term or condition of employment or continued employment with the University for any period. I understand that the Student Employment Handbook and the policies and procedures on which they may be based, are subject to additions, modifications, deletions and other changes, and that the University may not be able to provide advance notice of the change.

I also understand that the information contained on the website may be changed or amended at any time by the University of Houston with or without notice. I accept responsibility for familiarizing myself with the policies and procedures and will seek verification or clarification of terms or guidelines when necessary from either my supervisor or a representative of the Office of Scholarships and Financial Aid.

I acknowledge that I have read and understood all policies and procedures for students provided in the University of Houston’s Work-Study Handbook for Students and Supervisors.

Student Signature	Date
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State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.



OFFICE OF SCHOLARSHIPS & FINANCIAL AID

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Welcome Center hours: Monday-Thursday, 8 a.m.-5 p.m.; Friday, 9 a.m.-5 p.m. • uh.edu/workstudy