

Off Campus Employers

In order to be considered for participation in the Federal Work Study Program at the University of Houston, interested employers must submit the following documentation to the Work Study office (see contact information below):

- *College Work-Study Agreement*
- *Attend a mandatory CWS training*
- *Copy of IRS letter verifying your agency's non-profit income tax exempt status (if applicable)*
- *Federal Tax ID*
- *General description of the agency (mission statement,) facility and staff*
- *Job description(s)*

A site visit will be performed at some time during the academic year. Knowledge of the employer's facilities helps us evaluate the employer's ability to provide a safe environment for students. Knowledge of the employer's current staffing level helps us assess the employer's ability to properly supervise students and correctly complete all required Work Study paperwork in a timely manner.

Employers are not allowed to employ students or have positions posted until an agreement has been signed. Employers that currently have an agreement on file with the Work Study Office need to **re-apply yearly**. However, the *College Work Study Agreement* may be terminated at any time by the Institution or the Agency upon two weeks' prior written notice to the other party.

All documents must be submitted to our office before you can register with the Career Services website.

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