

LUTHER COLLEGE 2019-2020 WORK STUDY PAYMENT AGREEMENT APPLICATION

*****Please see instructions on the other side*****
 Available Only to Students Eligible for Work-Study
Application Deadline: July 1, 2019

1. Complete student information

Name (Please print) _____ ID# _____

Place of employment (if known) _____ Hours/week _____

2. How much do you plan to work per week?

The Estimated Work Study Earnings is the maximum amount you can apply to your account through the Work Study Payment Agreement *per semester*.

	Hours/Week	Estimated Work Study Earnings
<input type="checkbox"/>	2 hrs	\$200
<input type="checkbox"/>	4 hrs	\$400
<input type="checkbox"/>	6 hrs	\$600
<input type="checkbox"/>	8 hrs	\$800
<input type="checkbox"/>	10 hrs	\$1000

Pay Date	Term
October 2, 2019	Fall
October 16, 2019	Fall
October 30, 2019	Fall
November 13, 2019	Fall
November 27, 2019	Fall
December 11, 2019	Fall
December 25, 2019	Fall
January 8, 2020	Break
January 22, 2020	J-term
February 5, 2020	J-term
February 19, 2020	Spring
March 4, 2020	Spring
March 18, 2020	Spring
April 1, 2020	Spring
April 15, 2020	Spring
April 29, 2020	Spring
May 13, 2020	Spring

3. How much do you want applied to your Student Account?

	Fall	Spring	J-term
\$50/pay period	<input type="checkbox"/> \$350	<input type="checkbox"/> \$350	<input type="checkbox"/> \$100
\$75/pay period	<input type="checkbox"/> \$525	<input type="checkbox"/> \$525	<input type="checkbox"/> \$150
\$100/pay period	<input type="checkbox"/> \$700	<input type="checkbox"/> \$700	<input type="checkbox"/> \$200
Entire Paycheck	<input type="checkbox"/> From Table	<input type="checkbox"/> From Table	<input type="checkbox"/> From Table

If I have a student account balance after my work study payment agreement is paid in full, I would like to continue to apply any additional earned work study credit to my balance

*** If your paycheck is less than your scheduled payment, the shortage will be added to your following paychecks**

***If the plan is not paid in full by the final payment due date, a 4% penalty of the remaining balance will be assessed.**

4. Direct Deposit

Complete the Authorization for Electronic Deposit, so your earnings is deposited into your bank account for amounts above your agreement amount.

5. Signature

I would like to participate in the Work Study Payment Agreement. I have read this application and understand the policies/procedures of the plan. **I will monitor my work hours so I am able to keep my work study payment agreement current** and repay my work study payment agreement in full and on time. I understand I must keep my work study payment agreement current in order to receive transcripts and participate in class registration.

Student signature _____ Date _____

Luther College
2019-2020 Work Study Payment Agreement

A new application must be completed each year.

All work study students are entitled to keep their pay for personal use. However, Luther College offers the option to all students to utilize their earned work study to assist in payment of balance due. If you wish to enter into a Work Study Payment Agreement, please carefully read this information, complete the back, and return it to the Office for Financial Services. The work study payment agreement will reduce your current outstanding balance due.

Payment Due Dates

January 15 is the final payment due date for fall only plans.

May 15 is the final payment due date for full academic year and spring only plans.

Reduction in Work Hours

Please notify the Office for Financial Services if you need to work fewer hours or quit your job. The work study payment agreement will be adjusted or cancelled.

Work-Study Earnings

You will receive an email notice each payroll, indicating your earnings have been processed.

Student Account Credit Balances

No refund of a student account credit balance will be made if you have an outstanding balance due on your work study payment agreement or monthly payment plan.

Cancellation of Work Study Payment Agreement

Luther College reserves the right to cancel your work study payment agreement if you are delinquent on your payments or if you are not working. When cancelled, the unpaid balance of the work study payment agreement will be due immediately.

Confirmation

You will receive mailed written confirmation upon the acceptance of your application. This should arrive to your address within approximately two weeks.

Questions

Call the Office for Financial Services at 563-387-1015 or 800-458-8437 ext. 1015 with any questions.

Please return this form only if you plan to participate.