



---

Office of Financial Aid

2024-2025

## Student Participation Agreement Federal Work-Study and Student Employment Programs

As a student employee, I, \_\_\_\_\_, agree to comply with all employment regulations as outlined in the Policies and Procedures Manual. Those regulations include, but are not limited to:

**Please Read and Acknowledge:**

- Sign and submit all necessary payroll documents (tax forms, OR W-4, W-4, and I-9) to the Financial Aid Office **before** your start date.
- Submit your hire form, signed by you and your supervisor, to the Financial Aid Office **before** starting work.
- You cannot begin work until you receive confirmation from the Financial Aid Office that your hire has been approved and activated online.
- Submit your monthly electronic timesheets on the TSX webpage by the specified payroll deadlines, typically around the 25th of each month (adjusted for holidays).
- Late submission or failure to submit timesheets will result in the revocation of work-study privileges for at least one academic term after three violations.
- Make sure you do not exceed your initial work-study award, which can be viewed on the Employee Details webpage on the TXS website.
- You must earn at least 1/3 of your award each term, or the unearned portion of your award for each respective term will be forfeited.
- If you were initially awarded but did not start earning your award within the term, 1/3 of your FWS award will be forfeited.
- If you are working an FWS or STEP position, you cannot volunteer for the same position once your original award is exhausted.
- Make sure to record all hours worked in the appropriate pay period.
- Familiarize yourself with the excused/unexcused absence policy and understand that a “no call, no show” may result in termination at your supervisor's discretion.
- Remember that as a student, you are not allowed to practice medicine without a license, including diagnosing, treating, advising, and advertising without licensed supervision or licensure.



---

Office of Financial Aid

2024-2025

**CODE OF CONDUCT**

I understand that failure to comply with the Student Code of Conduct and Student Honor Code will lead to termination from the work-study program.

Initials \_\_\_\_\_

**FEDERAL REGULATIONS REQUIREMENT**

During scheduled class time, working is prohibited. Students are not allowed to work in FWS positions during scheduled class times. There are no exceptions, even if the class is canceled or an instructor has excused students from attending for a particular day.

Initials \_\_\_\_\_

**CONFIDENTIALITY AGREEMENT**

I understand that any information about NUNM students, patients, staff, or faculty is completely confidential. I understand that the release of information is prohibited by federal, state, and local law. I acknowledge that the intentional release of information to any person without approval from a NUNM staff supervisor could result in criminal and civil penalties imposed by law. In addition, I understand that violation of the Confidentiality Agreement subjects me to disciplinary action and may result in the termination of my current position, as well as future employment opportunities at NUNM.

Initials \_\_\_\_\_

**FWS PARTICIPATION REQUIREMENTS**

As a recipient of the Federal Work-Study (FWS) program, I acknowledge that I have read, understand, and agree to comply with the NUNM Federal Work-Study Program Policies and Procedures. I understand that by accepting this award, I am required to fully participate in the FWS program and earn at least one-third of my award each term to avoid having the award reduced or canceled. I also acknowledge that the NUNM Federal Work-Study Program is not associated with the Oregon Supplemental Nutrition Assistance Program (Oregon SNAP), and I confirm that my acceptance of this award is not based solely on qualifying for SNAP benefits. I understand that doing so may lead to the suspension or cancellation of my FWS award.

Initials \_\_\_\_\_

**INTENT TO ENROLL**

It is important to note that in order to take advantage of Federal Work-Study opportunities at NUNM, I must be enrolled and maintaining satisfactory academic progress. If I fail to do so, my employment privileges will be suspended until I am in compliance.

Additionally, if I use my FWS or STEP award during a period when I am not enrolled, I am agreeing to enroll and maintain satisfactory academic progress during all terms for which I am receiving Financial Aid. Failure to meet this requirement for any term will result in a reduction, suspension, or cancellation of my financial aid until I am in compliance.

Initials \_\_\_\_\_

I understand that failure to comply with employment policies and procedures will result in suspension and/or termination of my participation in the Federal Work-Study program. I acknowledge that I have received, read, and understand the Policies and Procedures Manual.

---

Signature

---

Date