

UH SFA Work Study 'Work from Home' Authorization Form

Complete this form only if:

- Your student worker is currently receiving Federal or state college work study funds for this current academic year AND
- Your student worker is able to perform the work from his/her residence without any risk to sensitive or protected personal information

Completion of this form does not guarantee approval for your student to work from home. After submission of this form, you will be contacted by the Office of Scholarships of Financial Aid via email if the form is approved or denied.

Student Name: _____ Student UH ID: _____

Hiring Department: _____

Supervisor's Name: _____

Work-Study Type: Federal Texas I don't know

Please describe the type of work your student worker performs in the department. Include details of how the student worker can complete this work at his/her residence, outside the department setting, and how will you supervise/monitor the work.

Does the work in your department require any special tools or equipment? If so, how would your student worker plan to accommodate for these items at his/her residence?

I understand that any authorization for a student-worker to work from home is limited to specifically-identified exigent circumstances and that the ability to work from home must stop when the student and employer are notified by the Office of Scholarships and Financial Aid. By signing below, you agree all details, above, are accurate and true.

Supervisor Signature : _____

UNIVERSITYof **HOUSTON**

OFFICE OF SCHOLARSHIPS & FINANCIAL AID

4434 University Drive, Houston, Texas 77204-2010 • Phone(713)743-1010 • Fax(713)743-9098
Welcome Center hours: Monday-Thursday, 8 a.m.-5 p.m.; Friday, 9 a.m.-5 p.m. • www.uh.edu/workstudy