

Duke University  
Federal Work-Study and Duke Work-Study Off-Campus Agreement  
Hire Form

I, the undersigned, confirm I have furnished the Organization a copy of my Work-Study Verification Form. I agree to notify the Organization of any revisions or changes in my work-study allocation. I understand that if I fail to notify the Organization of any change in my work-study status, the Organization will terminate my employment without notice.

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Student Name		Duke Unique ID
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Organization Name

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Job Title		Hourly Pay Rate
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Expected Start Date – Expected End Date\*

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Student's Signature		Date
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Supervisor's Signature		Date
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\*Please note that work study awards for the 2019/2020 academic year are valid only between 8/12/2019 and 5/2/2020

**Return Hire Form to the Office of Student Loans & Personal Finance along with Schedule 1 upon the hiring of any Duke University Work-Study student.**

**Office of Student Loans & Personal Finance  
2127 Campus Drive, Annex  
Box 90755  
Durham, NC 27708  
Fax: (919) 684-6132  
Email: StudentLoans@duke.edu**