



TO: Federal Work Study Awardee
FROM: Office of Student Employment
RE: 2017 -2018 Federal Work Study Award

You have been awarded Federal Work-Study for the 2017-2018 Academic year. The Office of Student Employment would like to know if you are interested in participating in this employment program. Please advise us of your intentions by checking the appropriate response below and returning this memorandum to the Office of Student Employment, Building D, Lower Level, Room D-012.

____ I was offered Federal Work-Study, and I am not interested /not available to work.
Please cancel my Federal Work-Study Award for the 2017-2018 Academic Year.

____ I was offered Federal Work-Study for the 2017-2018 Academic Year, and I would like to participate.

You may also accept or decline your Work-study Award on your NEIU Port Account

To Accept or Decline your Work-study Award on your NEIUPort Account:

1. Login to NEIUPort
2. Click "Current Student" Tab
3. Click "Financial Aid Awards"
4. Select "Aid Year"
5. Click "Decision" Accept/Denied
6. Click "Submit Decision"

Student I.D. Number _____

Print Last Name and First Name

Student Signature

Date