

COMPLETING THE REVISED ACADEMIC PERFORMANCE SCHOLARSHIP SERVICE AGREEMENT

DEPARTMENTAL INFORMATION

Step 1

Go to the [Student Employment Forms](#) webpage and select **APS Service Agreement**. You can reach the webpage through the Student Employment Forms tab on the [Financial Aid and APS Positions login](#) page or through the Financial Aid webpage.



Office of Financial Aid
Division of Student Life and Enrollment

[ETSU Financial Aid > Forms > Stu Employment](#)

Student Employment

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Required Paperwork for Work Study & APS

Links for Required Paperwork

Academic Performance Scholarship (APS)

- **APS Service Agreement**
- [Monthly APS Timesheet](#)—due by the 7th of each month

Academic Performance Scholarship (APS) Switching to FWS or RSWP

- Student Employment Status Information Sheet
- Completed 75 APS Service Hours Timesheet

New Hire or Retaining of Federal Work Study (FWS)

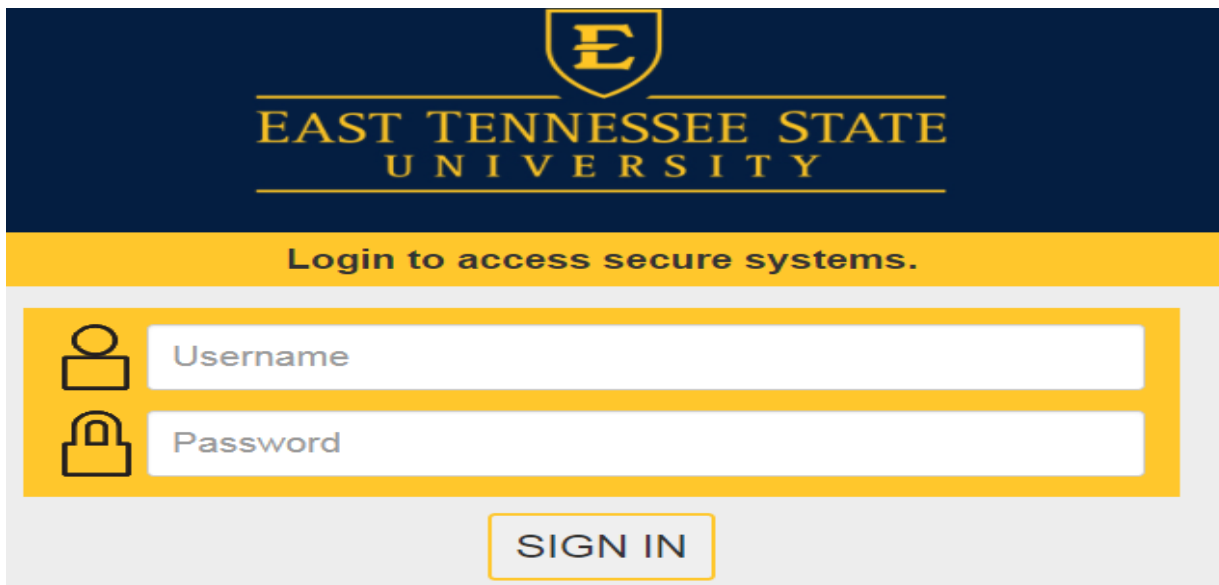
- Student Employment Status Information Sheet
 - Student will receive email to complete further paperwork with Financial Aid, if necessary

New Hire or Retaining of Regular Student Worker Program (RSWP)

- Student Employment Status Information Sheet
 - Student will receive email to complete further paperwork with Financial Aid, if necessary

Step 2

Login on the Single Server Sign-On Screen:

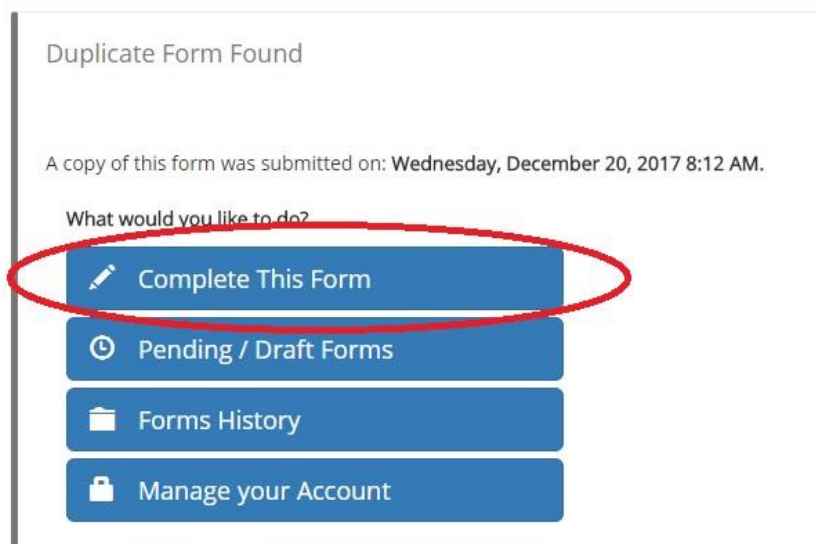


The login screen features the East Tennessee State University logo at the top, which includes a shield with a stylized 'E' and the text 'EAST TENNESSEE STATE UNIVERSITY'. Below the logo is a yellow banner with the text 'Login to access secure systems.' The login form consists of two input fields: 'Username' and 'Password', each preceded by an icon (a person for username and a padlock for password). A 'SIGN IN' button is located at the bottom right of the form.

Step 3

Select "Complete This Form"

Welcome to Dynamic Forms



The 'Welcome to Dynamic Forms' screen displays a message 'Duplicate Form Found' and a timestamp 'A copy of this form was submitted on: Wednesday, December 20, 2017 8:12 AM.' Below this, a question 'What would you like to do?' is followed by four blue buttons: 'Complete This Form' (highlighted with a red oval), 'Pending / Draft Forms', 'Forms History', and 'Manage your Account'.

Step 4

The first page of the form provides instructions for completing the form as well as prompting you to input the Student's first name, last name, and email address. ***As the student will also login using the single server sign-on, please only use their official ETSU email address ending in "@etsu.edu" Please do not use personal email address, goldmail, or the "mail.etsu.edu" address. This will cause the student's identification not to match when they try to complete the form.***

Instructions

You are only responsible for completing the Contract & Departmental Information. You will **NOT** be able to input the student's information. This is not a technological issue. If a box is gray and does not allow you to select it, you are not responsible for the contents of that box. This is the way the form flows to prevent as much human error as possible.

Form Participants

Student		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Continue

Step 5

On this form, you are only responsible for the information on Page 1 and your signature at the end of the form. You will notice the first page does not contain any requests for student information. Changes to this form include the new **Research Discovery dropdown menu** and **Supervisor Name and Email fields**. If the APS student has been approved for a Research Discovery position through the Honors College, you will select **Yes**. If the student is not for a Research Discovery position, simply select **No**.

After listening to many suggestions, we have added the **Supervisor Name** and **Supervisor Email** fields as a way to help track the progress of the service agreement. By completing these optional fields, the supervisor, if different from the departmental representative, will also receive emails regarding the status of the student's service agreement, including needed information and approval emails.

Once you have completed the required (and optional, if needed) fields and read the responsibilities and acknowledgement, you can either select **Save Progress** to save the progress you have made and come back to the form later or select **Next** to continue to the next page.

APS Service Agreement (APSASA)

Contract Period & Type

Term: * FALL/SPRING (Aug 16-May 15) ▼

Year: * 2018-2019 ▼

Research Discovery: * No ▼

Department Information

* Financial Aid

Department Name

* 00000

Account Number

* 000

Time Keeping Location

* Sarah Shanks

Department Representative

* shankssa@etsu.edu

Department Representative Email

Jane Doe

Supervisor Name
(if diff. from Dept. Rep.)

doej12345@etsu.edu

Supervisor Email
(if diff. from Dept. Rep.)

Supervisor Responsibilities

As a supervisor, **I will:**

- Ensure adequate supervision commensurate with job duties, provide the training necessary for successful job performance, assign tasks and responsibilities to the student and establish work rules and standard of performance.
- Submit my APS recipient's timesheet by the 7th of every month on the approved APS timesheet.
- Ensure that my APS recipient's first timesheet has been received by October 7th for the fall semester and February 7th for the spring semester in ensure that my APS student does not have their APS scholarship canceled.
- Establish a schedule with my APS recipient to ensure they are able to obtain 30 hours of their 75 hour requirement completed by October 31st for the fall semester and by March 31st for the spring semester to prevent their APS scholarship from being canceled.
- Submit my APS recipient's final APS timesheet for the semester by the last day of finals.
- If my APS recipient is not performing their required APS service hours, I will notify the Office of Financial Aid.

Acknowledgement of Outlined Responsibilities

By submitting this form, I attest that I know and understand my responsibilities as outlined in the paragraphs provided.

Save Progress

Next

Step 6

Page 2 is only for student information. You will notice the boxes are gray and you cannot select them. These will be completed by the student upon signing into the form via the link you emailed them by entering their first name, last name, and email on the first screen. ***Students should be on the lookout for an email from forms@etsu.edu.***

Select **Next** to continue to the signature page.

Student Information

Student Name

Student E-Number

ETSU Email Address

Phone Number

APS Recipient's Responsibilities

As an APS recipient, I will:

- Perform 75 APS service hours each semester prior to the last day of finals.
- Record my APS service hours on the approved APS timesheet which my department will provide.
- Sign my APS timesheet by the end of every month and give it to my supervisor to sign and submit to the Office of Financial Aid by the 7th of each month.
- Make sure my department has submitted my APS first timesheet of the term to the Office of Financial Aid by October 7th for the fall semester and February 7th for the spring semester. If my timesheet is not submitted I understand that my APS award will be canceled for that semester.
- I will perform 30 hours of my 75 hour requirement by October 31st for the fall semester and by March 31st for the spring semester.
- I will report to my department by the 2nd week of each semester to work out my schedule in order to perform my 75 APS service hours.
- If I am not able to report to my department during my scheduled time, then I will notify my department before my scheduled time.
- Perform the tasks assigned to me by my supervisor in accordance with work standards established by my supervisors, communicate with my supervisor to clarify my understanding of department rules, organization of work, policies, line of supervisor authority, job duties, work schedules, performance standards and other policy and procedures pertinent to my position.

APS Scholarship Continuing Eligibility Requirements

As an APS recipient, I understand my APS scholarship may be canceled if I DO NOT:

- Maintain a 2.5 semester GPA.
- Maintain 2.5 cumulative GPA.
- Returning recipients who began the program prior to the 2015-2016 aid year must pass 12 hours each semester (not including Learning Support Courses). Recipient who began the program in Fall 2015 or thereafter must pass 15 hours each semester (not including Learning Support Courses).
- Perform 75 APS service hours (each semester).

Acknowledgement of Outlined Responsibilities

By submitting this form, I attest that I know and understand my responsibilities as outlined in the paragraphs provided.

Previous

Save Progress

Next

Step 7

The final step for Departmental Representatives is to sign the form. It is recommended that you sign electronically by entering your name in the boxes as they appear and selecting **Sign Electronically**. ***Electronic signature is preferred as it allows for optimal efficiency of the service process.*** However, you do have the option to opt out of electronic signature and print the form. If you opt out and print, you will need to sign the form by hand and submit the original to the Office of Financial Aid for processing.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Sarah

Shanks

[Previous](#)

[Sign Electronically](#)

If you would like to [opt out](#) of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Step 8

Once you sign electronically, you will be taken to the screen below where you can print the form as is. ***Note: This will not show the student's information as it has not been completed at this time.***

Thank you! Your form has been submitted.

[View Form PDF](#)

STUDENT INFORMATION

Step 1

The student will receive an email from forms@etsu.edu similar to the one below. The student will need to select the link within the email to be taken directly to the form.

From: forms@etsu.edu <forms@etsu.edu>

Sent: Monday, March 12, 2018 3:42 PM

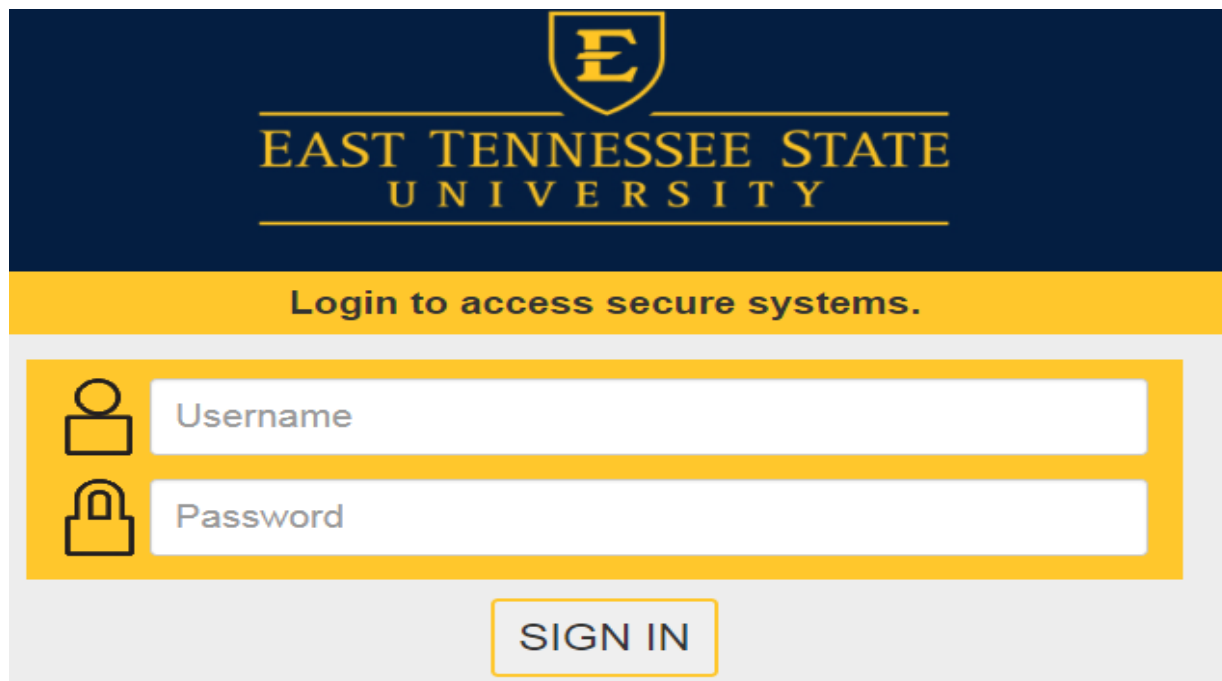
To: [REDACTED]

Subject: Dynamic Forms: APS Service Agreements - Signature Request

You are receiving this e-mail because Sarah Shanks needs your help in completing the APS Service Agreements. Please click the link below to login to your site and then proceed to Pending / Draft Forms to complete the form. [Click here to complete your section of the form.](#)

Step 2

The link will direct the student to a login page. Login via the Single Server Sign-on using your ETSU login information.



The image shows a login page for East Tennessee State University. At the top is a dark blue header with the university's logo (a shield with a large 'E') and the text 'EAST TENNESSEE STATE UNIVERSITY' in gold. Below the header is a yellow banner with the text 'Login to access secure systems.' in black. The main login area has a light gray background and contains two white input fields with yellow borders. The first field is labeled 'Username' and has a person icon to its left. The second field is labeled 'Password' and has a padlock icon to its left. Below these fields is a yellow button with the text 'SIGN IN' in black.

Step 3

Once logged in, select the **Complete This Form** button.

Welcome to Dynamic Forms

Let's get started, [REDACTED]

The [APS Service Agreements](#) form needs to be completed.



Complete This Form

You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

Step 4

The first page only contains the departmental information. ***Students do not have the ability to alter this page of the form.*** Please select **NEXT** at the bottom of the screen.

Contract Period & Type

Term: FALL/SPRING (Aug 16-May 15) ▼

Year: 2018-2019 ▼

Research Discovery: No ▼

Department Information

Financial Aid
Department Name

00000
Account Number

000
Time Keeping Location

Sarah Shanks
Department Representative

shankssa@etsu.edu
Department Representative Email

Jane Doe
Supervisor Name
(if diff. from Dept. Rep.)

doej12345@etsu.edu
Supervisor Email
(if diff. from Dept. Rep.)

Supervisor Responsibilities

As a supervisor, I will:

- Ensure adequate supervision commensurate with job duties, provide the training necessary for successful job performance, assign tasks and responsibilities to the student and establish work rules and standard of
- Submit my APS recipient's timesheet by the 7th of every month on the approved APS timesheet.
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- Establish a schedule with my APS recipient to ensure they are able to obtain 30 hours of their 75 hour requirement completed by October 31st for the fall semester and by March 31st for the spring semester to pr
- Submit my APS recipient's final APS timesheet for the semester by the last day of finals.
- If my APS recipient is not performing their required APS service hours, I will notify the Office of Financial Aid.

Acknowledgement of Outlined Responsibilities

By submitting this form, I attest that I know and understand my responsibilities as outlined in the paragraphs provided.

Save Progress

Reject

Next

Step 5

The **Student Name**, **Student E-Number**, and **ETSU Email Address** fields will pre-fill with the student's information. The student will enter their phone number and read the responsibilities and requirements. *(Please note the button options at the bottom of the screen. The student can back to the Previous page, Save Progress to resume the form at a later time, Reject the form, or select Next to continue. If the student selects **REJECT**, **this is essentially the student denying the service position with this particular department**. This should rarely be used, but it is an option.)* In most cases, the student will then select **NEXT**.

* = required !

Student Information

Student Name

ETSU Email Address

Student E-Number

Phone Number

APS Recipient's Responsibilities
As an APS recipient, I will:

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- Perform 75 APS service hours (each semester).

Acknowledgement of Outlined Responsibilities
By submitting this form, I attest that I know and understand my responsibilities as outlined in the paragraphs provided.

Step 6

The final step for the student is to sign the form. It is recommended that you sign electronically by entering your name in the boxes as they appear and selecting **Sign Electronically**. **Electronic signature is preferred as it allows for optimal efficiency of the service position process.** However, you do have the option to opt out of electronic signature and print the form. If you opt out and print, you will need to sign the form by hand and submit the original to the Office of Financial Aid for processing.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

Opt out and print

****Once the student has completed their section, the department will receive an email from forms@etsu.edu stating the student has complete their portion. This does not mean that the student is approved to begin working. This means the form will now be queued for Financial Aid to review.****