

WORK-STUDY PROGRAM FREQUENTLY ASKED QUESTIONS

You have received this notification because you are eligible to participate in the 2013-14 work-study program. Use this information to help you determine whether this is an award you would like to accept.

DEADLINES

Please note the following deadlines as they are steps that must be taken to secure 2013-2014 student employment. Failure to accept work-study or secure employment by the deadlines indicated will result in the award being **cancelled**—you will not be able to appeal the cancellation. This is a highly competitive award and the deadlines ensure that we are serving the maximum number of students possible.

- July 1, 2013** Must accept work-study via WebCentral
- Oct. 15, 2013** Deadline to secure a work-study position
- June 5, 2014** Last day to work for the 2013-14 academic year (quarter system)

WORK-STUDY BASICS

Work-study is a form of need-based financial aid that allows undergraduate and graduate students to work on-campus (or with an approved off-campus employer) to earn money to pay for college expenses.

It is not a grant (you must work to earn it), and it is not a loan (you don't have to repay it). Students with work-study will have it as part of their financial aid package.

For complete policies and procedures, you can visit www.du.edu/studentemployment and review the Student Handbook.

Work-study awards are distributed on an annual basis. Students must apply each year by submitting the FAFSA.

● How do I accept my work-study award?

Log into <http://webcentral.du.edu>. In the *Student* tab, select *View and Accept Award Offer*, then choose the 2013-2014 aid year. Select the *Accept Award Offer* tab, then choose *Accept* next to work-study.

● Do I get to study while I work?

No. Work-study earnings are paid as a wage for work performed.

● How will I be paid?

You will be paid in the form of a paycheck every two weeks. It is **not** deposited directly into your tuition account.

● How do I sign up for direct deposit?

You may sign up for direct deposit quickly and easily through webCentral once hired. If you do not have direct deposit, your paycheck will be sent to the address on file. Student cannot pick up their paychecks from the Payroll office.

● How much will I be paid?

The pay rate is directly related to the type of job you obtain. It is not contingent upon level in school.

● How many jobs can I have?

You may only have one work-study job at a time. If you decide to switch jobs at some point in the year, you will need to resign from one position in order to be hired into another.

● Do I need to bring any documentation to be hired?

Yes. All positions are considered to be a professional development experience and students are treated as employees of the University. Therefore, an I-9 will need to be completed. Please keep in mind that one component of the I-9 is to verify citizenship, so *one* of the following items will be required: unexpired U.S. Passport, Permanent Resident Card, Social Security card, certified Birth Certificate, etc. For a full list of documents, please review the U.S. Citizenship and Immigration Services information at <http://www.uscis.gov/files/form/i-9.pdf>.



WORK-STUDY FAQs (continued)

● How many hours need to be worked?

You will decide with your supervisor the amount of hours that you work. There is no minimum number of hours you need to work. However, we do not encourage full-time students to work more than **20 hours per week** while classes are in session. You may work up to **37.5 hours per week** in periods of non-enrollment such as winter and spring break. When assigning work hours, your supervisor will consider the class schedule and academic progress.

● Do I have to earn the specific amount of money indicated per quarter?

No. You will work out the number of hours with your supervisor. Some quarters you may have more classes than others, so you may need to reduce or increase your hours accordingly. The allocated award indicated on the financial aid award letter is the gross amount of earnings you may receive for the academic year.

● Do I have to earn the full amount of money within the academic year indicated on the financial aid award letter?

No. This is the maximum amount of funds you may earn. There are no consequences for not earning the full amount of funds.

● Is work-study taxed? Is the award amount pretax or post tax?

Work award earnings are subject to taxation and a student will need to complete a W-4 to indicate the number of exemptions for withholding.

● How do I find a job?

You can view all available positions by logging into webCentral and selecting the *Student* tab. In the Work Award Information Section, select *Find a Job*. Positions for 2013-14 will begin to be posted on June 1st and will continue to be posted throughout the year.

● Do you place students into specific jobs?

No. You will navigate a job search to find an ideal position for you. Be prepared to go on interviews to determine the right fit.

● What type of job will I have?

Student positions vary. Some categories include: Athletics and Recreation, Catering and Hospitality, Computer, Financial, General Office, Human Services, Laboratory, Legal, Library, Media/Theatre/Arts, and Research and Teaching Assistants.

● When do I have to begin working?

You will need to secure a position by October 15th. Securing a position means that you find a job and complete the hiring paperwork with Human Resources. However, you can begin your position in winter quarter if you feel you need more time to adjust your schedule. You will need to work out your schedule with your supervisor.

● What if I do not find a job?

There are many more work-study positions than there are students awarded to fill them. It is not likely that you will not secure a position on campus. If you are having trouble finding a position, feel free to meet with our office for advising.

SHOULD I ACCEPT WORK-STUDY?

Benefits: Work-study positions are generally on-campus and the supervisors may be more flexible than off-campus positions. Also, work-study earnings will not be counted against the student as earnings when completing a FAFSA for the next year.

Impact on Grades: Studies show that students who work a moderate number of hours (5-15 hours) per week obtain a higher GPA than students not working on campus.

If declined: You will not be able to change your mind later in the year. Funds are extremely limited. Once a student declines a work award, it will be offered to another student on the waitlist. This is a highly competitive award and there is no guarantee that you will receive it in subsequent years.

If accepted and then have a change of mind: You may decline or reduce the award at any time. However, if you do not utilize the award, it may impact another student's ability to have a work award position.

