

WORK-STUDY PROGRAM FREQUENTLY ASKED QUESTIONS

You have received this information because you are eligible to participate in the 2013-14 work-study program. Use this information to help you determine whether or not to accept this award.

DEADLINES

Please note the following deadlines. These are steps that must be taken to secure 2013-2014 employment. Failure to accept work-study or secure employment by the deadlines indicated will result in this award being **cancelled**—you will not be able to appeal the cancellation. This program is highly competitive and the deadlines have been set to serve the maximum number of students possible.

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

WORK-STUDY BASICS

Work-study is a need-based financial aid award that allows undergraduate and graduate students to work on-campus (or with an approved nonprofit employer) to earn money 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). It is distributed as part of student financial aid packages.

All students awarded will be required to attend an orientation during Discoveries Week on Saturday, Sept. 7th from 10:30—12:00 pm. For complete policies and procedures, you may visit www.du.edu/studentemployment and review the Student Handbook.

Students must apply each year for these awards by submitting the FAFSA and CSS PROFILE.

● 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.

● I received work-study. Does this mean I get to study while they work?

No. All 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. Paychecks are **not** deposited directly into tuition accounts.

● 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. Students 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 function 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 build an hourly schedule with your supervisor. There is no minimum number of hours required. 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 your 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 their hours accordingly. The allocated amount 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 that you may earn. There are no consequences for not earning the full amount of funds.

● Is this award taxed? Is the award amount pretax or post tax?

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

● How do I find a work-study 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 2013-2014 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 must navigate a job search to find an ideal position. 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 finding a job and completing the hiring paperwork with Human Resources. However, you can begin your position in winter quarter if you feel you need more time to adjust to your schedule. This is contingent upon supervisor approval.

● What if I do not find a job?

There are many more positions available than there are students offered work-study 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: These positions are generally on-campus and the supervisors may be more flexible than off-campus positions. Also, the earnings will not be counted as income when completing a FAFSA for the next year and thus will not impact need assessment.

Effect on Grades: Studies show that students who work a moderate number of hours (5-15 hours) per week on campus obtain a higher GPA than students who do not work 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 his or her award, it will be offered to another student on the waitlist. Work-study awards are highly competitive and there is no guarantee that a student 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 hold a work-study position.

