

# WORK-STUDY PROGRAM INFORMATION AND FAQs

## What is work-study?

Work-study is a form of need-based financial aid that allows students to work on campus (or with an approved off-campus employer) to earn money to pay for college expenses. It's not a grant (you must work to earn it), and it's not a loan (you don't have to repay it). Students with work-study will have it included in their financial aid package. Work-study awards are offered on an annual basis. You must apply every year by submitting the FAFSA.

For complete policies and procedures, visit [www.du.edu/studentemployment](http://www.du.edu/studentemployment) and review the Work-Study Student Handbook.

## Deadlines

Please note the following deadlines, as they include steps that must be taken to secure work-study. Failure to accept work-study or secure employment by the deadlines indicated will result in the award being **cancelled**, and you will not be able to appeal the cancellation.

- **July 1, 2015:** Must accept work-study via PioneerWeb
- **Oct. 15, 2015:** Deadline to secure a position
- **May 19, 2016:** Last day to work for the 2015-16 academic year (Law students only)
- **June 2, 2016:** Last day to work for the 2015-16 academic year (all students except Law)

## How do I accept my work-study award?

Log into <https://pioneerweb.du.edu>. Go to the *Student* tab, click on the "View and Accept Award Offer" link and choose the 2015-2016 Aid Year from the drop-down box. Then, go to the *Accept Award Offer* tab and choose "Accept" next to work-study. Click "Submit."

## 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 will not be applied directly to your DU tuition bill.

## 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 do I sign up for direct deposit?

Once you are hired into a position, you can contact the Bursar's Office to have your paychecks deposited directly into your bank account. Learn more at [www.du.edu/bursar/tuition/directdeposit](http://www.du.edu/bursar/tuition/directdeposit). If you do not set up direct deposit, your paycheck will be mailed to you.

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

Yes. All students are treated as employees of the University, and an I-9 will need to be completed. One component of the I-9 is verifying citizenship, so at least *one* of the following items will be required: unexpired U.S. Passport, Permanent Resident Card, Social Security card, certified Birth Certificate, etc. For more information, please review the I-9 form at [www.uscis.gov/sites/default/files/files/form/i-9.pdf](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf).

**How many jobs can I have?**

You can 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.

**How many hours must I work?**

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

**Do I have to earn a specific amount of money per quarter/semester?**

No. You will determine your work 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 amount of work-study on your financial aid award letter is the gross amount of earnings you can receive for the 2015-2016 academic year.

**Do I have to earn my full work-study award within the academic year?**

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

**Is work-study taxed?**

Yes. Work-study 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 job?**

You can view all available positions by logging into PioneerWeb and going to the *Student* tab. In the Work Award Information Section, click on the "Find a Job" link. **Positions for the 2015-16 academic year will begin to be posted on June 1<sup>st</sup>** 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?**

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 15<sup>th</sup>, which means you have found a job and completed 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. You will need to work out your schedule with your supervisor.

**What if I do not find a job?**

There are many more positions than there are students with 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 contact our office.

**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 you as earnings when completing the FAFSA for the next academic year.

**Impact on Grades:** Studies show that students who work a moderate number of hours (5-15 hours) per week earn 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 work-study, 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 you accept and change your mind:** You can 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-study position.