DEADLINES

Please note the following deadlines as they are steps that must be taken to secure 2012-2013 employment. Failure to accept the work award or secure employment by the deadline indicated will result in the award being canceled and 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, 2012 Must accept work award via WebCentral
Oct. 15, 2012 Deadline to secure a position
June 6, 2013 Last day to work for the 2012-2013 academic year

WORK AWARD BASICS

A work award 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 a work award 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 awards are distributed on an annual basis. Students must apply each year by submitting the FAFSA.

HOW DO I ACCEPT THE WORK AWARD?

Log into www.webcentral.du.edu. In the Student tab, select Financial Aid Awards, then choose the 2012-2013 academic year. Select the accept award tab, then choose Accept next to the award offer.

HOW DO I STAY IN TOUCH WHILE I WORK?

No. The work awards are paid as a wage for work performed.

HOW WILL I BE PAID?

It is paid in the form of a biweekly paycheck directly to the student. It is not deposited directly into your tuition account. Students who do not have direct deposit will have their paycheck mailed out to the address on file on payday.

HOW DO I SIGN UP FOR DIRECT DEPOSIT?

Students may sign up for direct deposit quickly and easily through their webCentral account once you are hired.

HOW MUCH WILL I BE PAID?

Students are paid at the minimum wage. Timetable for the payment will be posted on the DU website.

DO I NEED TO WORK THE WHOLE YEAR?

Students need to secure a position by October 15. Work awards are distributed on an annual basis. Students must apply each year by submitting the FAFSA.

The award amount is pretax and is paid on a biweekly basis. You will need to file a W-4 to indicate the number of exemptions for withholding.

DO I HAVE TO WORK THE WHOLE YEAR?

Students with a work award must work at least 20 hours per week for 26 weeks in the academic year.

HOW MANY HOURS CAN I HAVE?

Students may work up to 37.5 hours per week during the academic year. Select the Academic Year tab. In the Work Award Information Section, you can select Find a Job. Positions for 2012-2013 will begin to be posted on June 1 and will continue to be posted throughout the year.

DO YOU PLACE STUDENTS INTO SPECIFIC JOBS?

No. A student will navigate a job search to find an ideal position for him/her. Each student should 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, Library, Legal, Library, Media/Theatre, Arts, and Research and Teaching Assistants.

WHEN DO I HAVE TO BEGIN WORKING?

Students need to secure a position by October 15. Securing a position means that you find a position and complete the hiring paperwork with their supervisor. 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 their schedule with their supervisor.

WHAT IF I DO NOT FIND A JOB?

There are many more work award positions than there are students awarded to fill them. It is not likely that a student will not secure a position on campus.

SHOULD I ACCEPT MY WORK AWARD?

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

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DO I HAVE TO EARN THE SPECIFIC AMOUNT OF MONEY INDICATED PER QUARTER?

No. The student will work out the number of hours with their supervisor. Some terms you may have more than others, so you may need to reduce or increase their 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 that a student may earn. There are no consequences for not earning the full amount of funds.

IS THE WORK AWARD TAXED?

Is the award amount pretax or post-tax?

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

DO I GET TO STUDY WHILE I WORK?

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 visit the U.S. Citizenship and Immigration Services information regarding the I-9 at http://www.uscis.gov/files/forms/i-9.pdf.

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YOU HAVE RECEIVED THIS NOTIFICATION because you are eligible to participate in the 2012-2013 Work award program. We hope this information assists you in determining whether this is an award you would like to accept.