TO: College Community
FROM: Rebecca Hils, Federal Work-Study Coordinator
       Mark J. Hill, Director of Financial Aid
RE: Federal College Work-Study Program – Policies and Procedures
DATE: January 2017
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I. Requests for Student Help

Enclosed please find Request for Student Employee forms which can be used to obtain student help during the year. The forms can be used for the summer program, starting in early May following graduation, or for the fall/spring program, which coincides with the academic year calendar. Completed forms should be submitted to the appropriate faculty chairperson/director. The chairperson/director will endorse and submit valid requests to the appropriate vice-president. The vice-president will review requests, then forward approved requests either to the faculty chair/director for forwarding to the Financial Aid Office, or directly to the Financial Aid Office for posting.

II. The Program

SUNY ESF has been participating in the Federal Work-Study Program since its inception in 1965. Federal funds provide 75% of the wages and the college provides 25% plus fringe benefits. The program has a primary purpose of assisting students with a financial need to earn money which helps cover college expenses.

Although funding patterns for the Federal Work-Study Program have been unstable, the Financial Aid Office will continue to provide work opportunities to students while providing student employment assistance to the college.

III. Student Eligibility

In order to be eligible for work in the program, an undergraduate or graduate student must be matriculated at least half-time at the college. The student’s eligibility depends on his or her need for employment to help defray college expenses, with preference given to applicants from low