



State University of New York  
College of Environmental Science and Forestry

Office of Financial Aid and Scholarships

TO: College Community  
FROM: Mark J. Hill, Federal Work-Study Coordinator  
John E. View, Director of Financial Aid  
RE: **Federal College Work-Study Request Policy  
Summer 2012 and Academic Year 2012-2013**  
DATE: January 2012

Self-calculating request forms  
are available in electronic  
format at:  
[http://www.esf.edu/financialaid/  
supervisorfws.htm](http://www.esf.edu/financialaid/supervisorfws.htm)

Attached to this memorandum you will find two (2) documents:

1. Policy and Procedure Memorandum on Federal College Work-Study
2. Federal College Work-Study Request Forms

The process to request student employees through the FWS Program will follow this procedure:

APPROPRIATE ACTION

DEADLINE DATE

- |  |         |
|--|---------|
| 1. Request for Federal Work-Study Student Employee forms delivered to faculty and staff by the Financial Aid Office.   | 1/30/12 |
| 2. <b>[ALL DIVISIONS]</b> Faculty and staff complete requests for the summer, fall, and spring semesters. Requests should be forwarded to Faculty Chairperson/Director.<br><br>2a. <b>[ACADEMIC AFFAIRS ONLY]</b> Provost provides Work-Study Allocations and allocation summary sheets to unit.   | 2/06/12 |
| 3. <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (President/Vice President).   | 2/13/12 |
| 4. <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> President/Vice Presidents review requests, determine allocation amount for each area, and return approved forms to Directors.<br><br>4a. <b>[ACADEMIC AFFAIRS ONLY]</b> Unit Heads allocate available funds, and complete and submit allocation summary sheet to Provost.  | 2/20/12 |
| 5. <b>[DIVISIONS OTHER THAN ACADEMIC AFFAIRS]</b> Directors allocate available funds to each position in their area, notify the requesting individuals of that allocation, and then forward approved forms to Financial Aid Office for tracking and posting.<br><br>5a. <b>[ACADEMIC AFFAIRS ONLY]</b> Provost approves unit summaries; unit heads notify requesting individuals of their allocation and forward approved forms to the Financial Aid Office. | 2/27/12 |

Notes:

1. The Summer 2012 wage rate will be \$8.25 per hour. The academic year 2012-2013 wage rate will be \$7.25 per hour.
2. Additional program information and forms can now be accessed on the ESF web site at <http://www.esf.edu/financialaid/supervisorfws.htm>.