TO: College Community
FROM: Rebecca Hils, Federal Work-Study Coordinator
       Mark J. Hill, Director of Financial Aid
RE: Federal College Work-Study Request Policy
    Summer 2017 and Academic Year 2017-2018
DATE: January 2017

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.               1/25/17
2. [ALL DIVISIONS] Faculty and staff complete requests for the summer, fall, and spring semesters. Requests should be forwarded to Faculty Chairperson/Director. 2/1/17
   2a. [ACADEMIC AFFAIRS ONLY] Provost provides Work-Study Allocations and allocation summary sheets to unit.
3. [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (President/Vice President). 2/8/17
4. [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] President/Vice Presidents review requests, determine allocation amount for each area, and return approved forms to Directors. 2/15/17
   4a. [ACADEMIC AFFAIRS ONLY] Unit Heads allocate available funds, and complete and submit allocation summary sheet to Provost.
5. [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] 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. 2/23/17
   5a. [ACADEMIC AFFAIRS ONLY] Provost approves unit summaries; unit heads notify requesting individuals of their allocation and forward approved forms to the Financial Aid Office.

Notes:
1. The summer 2017 wage rate will be $9.75 per hour. The fall 2017 wage rate will be $9.75 per hour. The spring 2018 wage rate will be $9.75 per hour.
2. Additional program information and forms can be accessed on the ESF web site at http://www.esf.edu/financialaid/supervisorfws.htm.