TO: College Community  
FROM: Rebecca Hilts, Federal Work-Study Coordinator  
Mark J. Hill, Director of Financial Aid  
RE: Federal College Work-Study Request Policy  
Summer 2024 and Academic Year 2024-2025  
DATE: January 2024

Self-calculating request forms are available in electronic format at: https://www.esf.edu/tuition-aid/financialaid/studentfws.php

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
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1. Request for Federal Work-Study Student Employee forms delivered to faculty and staff by the Financial Aid Office. | 2/5/2024
2. [ALL DIVISIONS] Faculty and staff complete requests for the summer, fall, and spring semesters. Requests should be forwarded to Faculty Chairperson/Director. | 2/11/2024
   a. [ACADEMIC AFFAIRS ONLY] Provost provides Work-Study Allocations and allocation summary sheets to unit. | 2/19/2024
3. [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] Director reviews all requests, endorses valid requests, and forwards to appropriate supervisor (President/Vice President) | 2/26/2024
4. [DIVISIONS OTHER THAN ACADEMIC AFFAIRS] Presidents review requests, determine allocation amount for each area, and return approved forms to Directors. | 3/4/2024
   a. [ACADEMIC AFFAIRS ONLY] Unit Heads allocate available funds, complete and submit allocation summary sheet to Provost | 3/10/2024
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. | 3/10/2024
   a. [ACADEMIC AFFAIRS ONLY] Provost approves unit notify requesting individuals of their allocation and forward approved forms to the Financial Aid Office | 3/10/2024

Notes:

1. The summer 2024 wage rate will be $15.00 per hour. The fall 2024 wage rate will be $15.00 per hour. The spring 2025 wage rate will be $15.00 per hour. **unless otherwise notified by the Payroll Office.
2. Additional program information and forms can be accessed on the ESF website at https://www.esf.edu/tuition-aid/financialaid/studentfws.php