



## **Roseman University of Health Sciences Federal Work-Study Information for Agency/Organization Participation**

### **General Eligibility Requirements**

The Federal Government, through Roseman University's Financial Aid Office provides funding to students at Roseman through the Federal Work-Study (FWS) Program. Federal guidelines for this program permit the University to contract with organizations in the local community that are interested in employing Roseman students. Through this program, students gain valuable work and community service experience by employment with an off-campus agency.

FWS employment must not displace employees (including those on strike) or impair existing service contracts. FWS positions must not involve constructing, operating or maintaining any part of a building used for religious worship or sectarian instruction. All agencies/organizations must have supervised professional staff to supervise FWS students and must meet all federal, state and university regulations as outlined in the Roseman Work-Study Handbook, including adherence to billing regulations.

The FWS Program will pay 100 % of the wage in qualified Community Service positions (see Definition of Community Service section) at public and nonprofit agencies. Non-community service positions at public and nonprofit agencies will be required to pay up to 10% of each student's total gross earnings. FWS positions at for-profit organizations will be required to pay 50% of each student's total gross earnings, and the positions must be academically relevant to the maximum extent possible.

If a contract is finalized, a Work-Study Handbook can be downloaded from the Roseman website outlining the procedures for employing and maintaining students. Students will need to complete all forms before beginning employment.

### **Process for Participation in the Program**

In order to determine if your agency/organization qualifies to participate in the Federal Work-Study (FWS) program, the following steps must be completed:

1. On-Campus Employers- please continue page 3 to complete the contact sheet. Return contact sheet to the Financial Aid Office.
2. Complete the documentation listed below. Our office will review your request to determine if your agency is eligible to participate in the program.
3. Sign Memorandum of Understanding (MOU)
4. New Hire procedures- Once your contract has been approved Roseman will send a copy of the final contract to the employer. Roseman will post the current job description(s) to the Roseman University website for students to review. The new student hire must complete and submit documentation to the Financial Aid Office before they can be cleared for employment. The following documents can be downloaded from the Roseman website: [www.roseman.edu](http://www.roseman.edu)

### **Student Payment**

Under no circumstances should a student begin work without completing the required documents available at:

- Roseman University, Financial Aid Office, 11 Sunset Way, Henderson NV 89014. Appointments are available by calling: (702) 968-1635.
- Roseman University, Financial Aid Office, 10920 S. River Front Parkway, South Jordan, UT 84095. Appointments are available by calling: 801-878-1033

Agencies are solely responsible for compensation for all work performed by any Roseman student prior to completion of all required terms and conditions.



## Student Eligibility

To receive Federal Work-Study funding, students must first apply for financial aid at the University. The Financial Aid Office determines if the student is eligible to receive FWS as part of their financial aid package. If eligible, the Financial Aid Office notifies the student of his or her award amount. Students may utilize their award and begin employment with an agency through the program only if there is a current approved contract between the university and agency.

Students may not begin work with an agency under the Federal Work-Study Program if:

- The agency doesn't have an approved and current MOU with the University.
- The student hasn't completed all necessary paperwork from the University.
- The student is currently employed by the agency, including classification as a volunteer, casual, temporary or student worker.
- If the required Homeland Security documentation (I-9), and university paperwork has not been completed by the student.

## Public and Nonprofit Agency Eligibility

The following regulations have been established by the U.S. Department of Education to govern the use of FWS funds in employing students at public and nonprofit agencies. Off-campus FWS jobs with federal, state or local public agencies or private non-profit organizations students must be in the public interest, as defined below.

### Definition of Public Interest

Work performed off-campus for a public or nonprofit agency must be in the public interest. The agency is not in the public interest if:

- it primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
- it involves any partisan or non partisan political activity or is associated with a faction in an election for public or party office;
- it is for an elected official unless the official is responsible for the regular administration of federal, state, or local government;
- it is work as a political aide for any elected official; a student's political support or party affiliation is taken into account in hiring him or her; or it involves lobbying on the federal, state, or local level.

For example, a student may be employed by a private, non-profit, or civic club if the student's work is for the club's community drive to aid handicapped children. If the student's work is confined to the internal interests of the club, such as a campaign for membership, the work would benefit a particular group and would not be in the public interest

### Definition of Community Service

Community services are defined as services that are identified by an institution of higher education through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their need. These services include:

- such fields as healthcare, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement;
- work in service opportunities or youth corps as defined in Section 101 of the National and Community Service Act of 1990 and service in the agencies, institutions and activities designated in Section 124(a) of that act,
- support for students (other than the institution's own students) with disabilities; and
- activities in which a Federal Work-Study student serves as a mentor for such purposes as
  - tutoring,
  - supporting educational and recreational activities, and
  - counseling, including career counseling
- Projects that teach civics in schools, raise awareness of government functions or resources, or increase civic participation.
  - Train the public about evacuation
  - Emergency response and injury prevention
  - Strategies relating to natural disasters



Roseman University of Health Sciences  
Federal Work-Study Job Contact Sheet

**\*\*Agency/Organization Information:**

Agency Name: \_\_\_\_\_

Supervisor's Contact Information:

\_\_\_\_\_  
(Name, Please Print)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(ST)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Cell)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail)

**\*\*It is the responsibility of the agency to notify the Roseman University Financial Aid Office at (702) 968-1635, if there are any changes to the agency's primary contact information.**



## **Job Description**

Please provide a brief description of the job that Roseman University work-study students will be performing for your agency on the attached Job Request form. Please note: A separate Job Request is required for each type of job that you will be hiring a work-study student to perform. These job requests will become a part of your agency's contract with Roseman. Off-Campus agencies are not permitted to employ students in jobs that have not been approved by the university on a completed Job Referral form. Your approved job request will be returned to your agency with your completed contract.

## **Tax Exemption Statement**

Non-profit agencies that are not part of the federal, state or local government are required to provide proof of their non-profit / tax-exempt status from the Internal Revenue Service. Please attach a copy of this document to your contact sheet.

## **Community Service Information**

Please describe how this agency provides a service to the local community (refer to the Information on Joining the Roseman Off-Campus Federal Work study Program for the Federal definition of "Community Service"); Attach additional sheets as needed.