

# 2016-2017

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## Work-Study Employment Handbook

*For Students and Site Supervisors*

The Work-Study Employment Handbook outlines Roseman University's employment policies and procedures for all work-study employees and their site supervisors. Any questions regarding the contents of this document can be directed to the Financial Aid Office.

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## Introduction to Work-Study

### Introduction

The Federal Work-Study Program (FWSP) provides part-time employment for students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service and work related to the student's course of study. This handbook contains information about the employment policies and practices of the Federal Work-Study Program. We expect each employer and employee to read this handbook carefully, as it is a valuable reference for understanding your job and how the Federal Work-Study Program operates.

### Compliance

Since the Federal Work-Study (FWS) Program is federally funded, compliance with the program's regulations is essential for continuation. ***Compliance is the responsibility of all members of the on-campus and off-campus community, so it is important to become familiar with the requirements listed herein.*** It takes everyone's cooperation and understanding to develop and carry out a successful FWS Program. Failure to comply with all federal regulations could result in the loss or reduction of federal financial aid funds provided to Roseman University and loss of Off-Campus Employer participation.

## Eligibility

### **Employer Eligibility**

In order to be considered for participation in the Federal Work-Study (FWS) Program at Roseman University of Health Sciences, interested off-campus agencies must complete and review the Information for Agency/Organization Participation Form, an Off-Campus Agreement. These forms can be found on the financial aid website at [www.roseman.edu/financial-aid/fws-for-employers](http://www.roseman.edu/financial-aid/fws-for-employers). Roseman University will provide a mandatory Memorandum of Understanding for all agencies to review and sign prior to participation.

Employers are not allowed to employ students or have positions posted until an Agreement has been signed. The *Work-Study Agreement* may be terminated at any time by the Institution or the Agency upon two weeks' prior written notice to the other party.

### **Student Eligibility**

A student becomes eligible for Federal Work-Study by completing the FAFSA (Free Application for Federal Student Aid) and demonstrating financial need.

### **Federal Work-Study Award**

If you qualify for the Federal Work-Study Program an award letter reflecting this will be sent to you. Occasionally, changes in policies, regulations, and financial need may cause a student's financial aid award to be adjusted or reduced. In an effort to prevent an over-award situation, which may result from this change, the Work-Study Award may also have to be adjusted accordingly. In the event of any changes, you will be notified by the Financial Aid Office.

**Since the employing unit has the responsibility of documenting the student's earnings against their award amount they should carefully note these changes.**

### **Federal Work-Study Award Period**

The award period is the period during which students may earn their FWS award. Students may not begin their Work-Study (WS) job before the start of the award period or continue to work after the award period ends.

## Applicant Placement

Jobs will be posted within 48 hours of the employer notifying the Financial Aid Office. The student must complete the FWS Eligibility Verification Form and Student Application and submit them to the Financial Aid Office. Applications will be forwarded to the employer, who will schedule an interview with the student. Once an interview has been conducted, the employer will decide whether the student is the best candidate for the position. The student should be notified no later than three (3) days following the completion of all interviews, regarding the status of their employment application. If the student is hired, the student will receive a hiring packet from the Financial Aid Office. The Financial Aid Office will notify the student once Human Resources has completed all necessary paperwork to begin employment. Off-campus employers may have additional requirements before the student's actual start date.

## Becoming Employed

### **Student Job Search**

All jobs are posted on the intranet and the student bulletin board located in the Student Commons and/or Student Copy Rooms. For more information regarding positions of interest students should contact the Financial Aid Office. Interviews will be arranged directly between the employer and the student.

Once employment is confirmed with a work-study employer, students must complete the following documents for each department.

#### ***Human Resources Documents:***

- Student Confidentiality Agreement
- W- 4 Form
- I-9 Form
- Employee Info/Emergency Contact
- Direct Deposit Form (if desired)
- EEO Form

#### ***Employer Specific Documents:***

- The Financial Aid Office will inform you of any additional requirements

## Pay & Performance

### Wages

Wages are commensurate with skill level. Students employed under the FWS Program are never paid on a salary, commission or fee basis (this includes variable pay rates of any kind). They are paid on an hourly basis for *time spent on the job*.

#### **Employees are not eligible to receive Federal Work-Study funds for hours worked:**

- in excess of the student's FWS award;
- prior to the start or after the end of the Award Period;
- beyond 8 hours per 24-hour period\*
- beyond 20 hours per week\*

\* unless prior approval is given by the Financial Aid Office

#### **Also, FWS funds can never be used by the employer to:**

1. Provide benefits such as sick leave, vacation or holiday pay because FWS students are not eligible for benefits;
2. Pay the employer's contribution to Social Security, Worker's Compensation, retirement or any other welfare or insurance programs.

A department may, at its discretion, choose to pay the employee within the minimum/maximum range. However, according to Federal College Work-Study Guidelines a student's pay must be appropriate and reasonable (6-16 2002-2003 FSA Handbook). Therefore, if an employer feels a position merits a higher pay than the Roseman University's FWS maximum they must submit a detailed job description along with the requested pay rate to the Financial Aid Office. Since a student must travel for employment to off-campus agencies, the wage is usually elevated above the documented wage. Off-Campus employers are encouraged to hire students at a fair wage that is commensurate with their job duties. The Financial Aid Office will deny any wage that does not appear to meet that requirement. At least two (2) weeks must be allowed to research this request for a higher pay rate.

### **Work Hours Per Week**

Total work hours per week are contingent upon the amount awarded. During the Fall/Spring terms, a student may not work in excess of twenty (20) hours per week in any week that classes are scheduled, including final examination week.

**NOTE:** Work-Study hours are also limited by the amount of the award. If the student exceeds the amount of award, participation in the program will not be permitted during the remainder of the year.

### **Work Schedule**

Prior to employment, the supervisor and the student will determine an agreeable work schedule. It is the responsibility of the employee to notify the supervisor if he/she is unable to meet the agreed upon work schedule. This notification must be made prior to the intended absence or as soon as possible if the absence was unexpected. If the student has academic problems during the term that may affect his/her work schedule, the student must notify his/her supervisor so hours may be changed or arranged accordingly. It is ultimately the supervisor who establishes the work schedule and determines any changes.

### **Pay Periods/Timesheets**

Each student employee will complete a Roseman Federal Work Study Timesheet meeting the following criteria:

- Timesheets should be completed on a daily basis.
- Times (i.e. in/out) must be rounded to the nearest quarter hour.
- Rest periods do not have to be entered on the timesheet.
- Meal breaks must be entered on the timesheet.
- In order to ensure accuracy of wages, the information entered on the timesheet must be legible.
- Timesheets must be signed by the employee and submitted to the supervisor for approval.
- In order to ensure, timely payment of wages, all established deadlines must be met.
- Falsification of timesheets can lead to disciplinary action up to, and including, termination.

All pay periods for Work-Study employees are bi-weekly. Each paycheck will reflect hours worked the preceding two weeks. The student should sign in when reporting to work and sign out upon leaving. Timesheets should be placed where it is monitored. FWS students are to be supervised at all times.

A payroll calendar identifying the pay periods, timesheet due dates and pay days is posted on the intranet under Human Resources.

Timesheets are due to the Financial Aid Office no later than 9 a.m. on alternate Mondays.

It is imperative that the Timesheets are submitted to the Financial Aid Office in a timely manner. *The supervisor should routinely review the accuracy of the timesheet.*

Paychecks are released in the Bursar's office on alternate Fridays. Students must have identification in order to pick-up a paycheck.

### **Rest Periods**

For every four (4) consecutive hours of work, the employee is permitted to take a rest period, not to exceed ten (10) minutes. These rest periods are to be taken away from the work area and are scheduled and controlled by the supervisor to ensure office continuity. A student that works more than 6 consecutive hours must take an unpaid lunch break of at least 30 minutes.

### **Employee Benefits**

Work-Study employees do not earn vacation, sick leave or holiday pay due to the irregular nature of employment. Work-Study Program employees are not eligible to apply for a leave of absence.

### **Dress Code**

The Work-Study Program does not establish a dress code for student employees. However, depending upon where the student is employed, a dress code may be required. The employer should review dress code requirements with Work-Study employees prior to hiring.

### **Pay Changes**

The employing department must initiate all pay changes. These requests must be written via a Work-Study Merit Increase Document and Work-Study Program Performance Evaluation Form. Increases in pay are considered on MERIT and MUST be justified in writing. The increment is not to exceed 10% of the hourly rate. Raises should not be requested until the student has been continuously employed by the department a minimum of four (4) months, has proven capable of the required skills, or has shown significant ability to understand the department's required technology. Merit increments are contingent upon student's FWS allotment balance and the student's job related experience. All pay changes are contingent upon available funding, the student's remaining award, and the Director or Assistant Director's approval. The pay increase shall not be implemented until the Merit Increment has been approved.

## Transfers & Terminations

### Transfers

Student employees may transfer jobs if there is a justifiable reason for doing so, whether the change is the choice of the employer or the student employee. If a student is able to secure a position more related to his/her chosen profession and/or interest, the current job situation should be evaluated carefully before a final decision is made to request a transfer. Transfers are completed only after a student interviews with the Financial Aid Office. A student must TERMINATE his/her present position prior to receiving a referral to another job. The terminating department is to complete and return a termination notice to the Financial Aid Office. Once the completed document is submitted, the student may receive another Work-Study Verification Form to a subsequent job. Students will not be permitted to transfer a position until they have fulfilled the obligation of informing their current employer of their intent to leave their employment. The student's earnings from the prior position will be deducted from the original FWS award amount.

### Terminations

There are three (3) broad categories under which a student may be terminated: (1) the student may be terminated by the Work-Study Program, (2) the student may voluntarily terminate employment, or (3) the employer may initiate an involuntary termination. In all cases, employee problems are to be handled following Human Resources policy. If serious misconduct is the reason for dismissal, the student will be barred from receiving Federal Work-Study awards in the future.

### Types of Termination

The Work-Study Program terminates a student who has earned enough to meet his/her financial need for the academic year. A student may also be terminated if no longer enrolled in school; if satisfactory academic progress is not maintained in the course of study (3 no pass & a letter of academic probation you are no longer eligible for federal work-study); or if the course load is not maintained. Both student and employing department will receive notification in writing of termination when initiated by the Financial Aid Office. Reason for termination and the effective date will be given. Once a department has been notified that a student is no longer eligible to continue employment they will not be reimbursed for any hours worked beyond the notification.

### **Voluntary Termination:**

The student will be terminated upon request. Such a request should be presented to the supervisor two (2) weeks prior to the effective date. It is preferable for the request to be in written form.

**Involuntary Termination:**

Involuntary termination results when the employee, (a) does not perform in a satisfactory manner, (b) has committed a minor offense, (c) has committed a major offense such as theft, insubordination, gross misconduct, etc., (d) has excessive unexplained absences, (e) walking off the job, or (f) after an absence without permission or notice, except when an emergency situation precluded giving such a notice.

A student involuntarily terminated has the option to pursue the issue with the Financial Aid Office and Human Resources.

The recommended method for terminating a student includes: (a) written warning to the student with a copy submitted to the Financial Aid Office, (b) termination of the student with written notification sent to the Financial Aid Office, and (c) filing of the Work-Study Program Performance Evaluation with termination notice to the Financial Aid Office.

Excessive absenteeism (whether scheduled or unscheduled), chronic tardiness, and/or repeated absences without timely notification to your supervisor are grounds for disciplinary action, up to and including discharge.

If you are absent for three consecutive days without properly notifying your supervisor, it is assumed that you have voluntarily abandoned your position. You will be removed from the payroll.

The written warning is suggested in order to give the student employee an opportunity to be aware of and correct inadequacies. A reasonable time period of two (2) weeks is considered appropriate between the written warning and final termination.

All termination requests are to be accompanied by a Termination Notice and a Performance Evaluation. These documents are to be forwarded to Roseman's Financial Aid Office. All students who are terminated involuntarily will be counseled by the Financial Aid Office before another FWS position is given.

**Approval of Terminations:**

To protect both the employee and the University, disciplinary involuntary termination of a student employee is reviewed and approved by the Financial Aid Office in consultation with Human Resources.

## Responsibilities

### **Program Responsibilities**

Every effort will be made to assist the student in obtaining part-time employment, however employment is not guaranteed. Information and counseling will be provided to students and supervisors who have questions or concerns regarding Work-Study employment. Procedures and policies will be clarified upon request, and alternatives discussed. It is the student's responsibility to go to the financial aid website to download the Work-Study Handbook.

The Financial Aid Office will provide an update if a student is near his or her maximum award amount. **However, the student and the supervisor are responsible for keeping an accurate account of the student's earnings to date.**

### **Student Employees**

The student is expected to earn the entire Work-Study award. However, earning the amount awarded **cannot be guaranteed**, as the student's work schedule and rate of pay may not permit the student to earn his/her entire award. Any funds unearned at the end of the award period will be forfeited. The student should consider the amount of their award when applying for positions. The award is the total gross dollar amount a student may earn during the award period. The student and supervisor share responsibility for keeping track of the student's monthly earnings in order to avoid an over-award situation.

It is the student's responsibility to complete and sign the Timesheet each pay period. In turn, the supervisor signs it verifying that all information is correct.

The student is to meet his/her work schedule and be on time. Each student is expected to perform his/her work assignments in a satisfactory manner. Students may not "fill in" for another student at work. It is the student's responsibility to notify the supervisor in sufficient time if he/she is to be absent. Each employee is responsible for the accuracy of the time reported as worked.

### **Supervisors**

It is essential that the supervisor clearly explain the performance expectation to each student employee, and provide sufficient opportunity for questions and clarification if needed. If the student is not performing in a satisfactory manner, the supervisor needs to contact the Financial Aid Office.

The supervisor is also responsible for the accuracy of hours reported on the Timesheet. Each employer should establish a procedure for recording time worked daily, for obtaining student and supervisor signatures, and for ensuring that the Timesheets are sent to Financial Aid, on subsequent Mondays.

The supervisor is expected to develop a work schedule with the student employee that will allow reasonable earnings of the Work-Study award.

**NOTE:** *Any time sheet not correctly certified by the appropriate supervisor may result in the employing department being required to pay the 75% federal share at a later date based upon audit findings.*

At the end of each term of employment, the supervisor will complete a Work-Study Program Employment Evaluation on each student employee and discuss the evaluation with the student. Upon completion, this form will be submitted to the Financial Aid Office for inclusion in the student's financial aid file and a copy will be submitted to the student.

All employee related problems should be discussed directly with the student involved and the Financial Aid Office.

### **Recordkeeping**

*According to federal guidelines the University is ultimately responsible for making sure that payment for work performed is properly documented and that each student's work is properly supervised.*

### **Responsibility of other Units**

Roseman's Accounting Unit will be responsible for distributing W2's to each student.

The Roseman Payroll Unit receives original copies of the Work-Study Timesheets, these are considered official University records for audit purposes; therefore, all copies must be retained by the department and kept readily accessible for at least five (5) years.

## Work-Study Students Rights & Responsibilities

- Students should report to work on time, notify the supervisor when they will be late or absent, and dress appropriately for the work location (dress code should be discussed during the interview).
- When asking for time off, students should consider the employer's needs as well as their own.
- In addition, some WS positions may require access to confidential information--abuse or misuse of such authorization is grounds for dismissal!
- Students cannot earn more than the Work-Study award as listed on the Financial Aid Award Letter.
- It is the student's and employer's responsibility to monitor earnings to be sure they do not exceed the award amount.
- If a problem develops on the job, the first point of contact should be the supervisor.
- If the problem cannot be resolved, the student should contact the Financial Aid Office.
- Quitting a WS job should be a decision of last resort.
- There is no guarantee that the Work-Study award can be replaced with another type of aid or that the student can secure another WS position.
- Students agree to abide by the regulations and policies as outlined in the Work-Study Handbook.
- Failure to follow these policies and regulations may result in the cancellation of their Work-Study award and the loss of their Work-Study position.
- Acceptance of a position through Work-Study implies a commitment to the employer for at least one term.

## Emergencies & Incident Reporting

### Accident/Incident Reporting Procedures for Federal Work-Study Student Employees

Your safety and welfare while working at your Federal Work-Study (FWS) position is a primary concern for the University. The law requires that the University, as your employer, provide insurance in order for you to receive treatment if you are injured or become ill as a result of your employment. Therefore, it is important that you make yourself familiar with reporting procedures should you be involved in an incident while at your work study job.

The reporting procedures are outlined below:

1. Follow the reporting protocol as directed by the FWS employer.
2. If medical treatment is required; go to [www.travelers.com/claim](http://www.travelers.com/claim), click on 'Worker Comp' and then type in local zip code and then 'Find a Network Medical Provider' provider list.
3. If it is a medical emergency, call 911 or have someone take you to the nearest emergency room. Be sure to inform the service provider that this is a work related injury.
  - a. If medical treatment is received, you must provide a written release from the treating physician to Roseman University's Office of Human Resources when you are able to return to your regular duties.
  - b. If you are unable to return to work immediately or will have physical restrictions requiring temporary light duty, a doctor's note will be required clearly stating the limitations and expected return to full duty.
4. As soon as reasonably possible (at least within 24 hours after the accident), complete one of the following: Nevada employees – Notice of Injury or Occupational Disease or Utah employees – Worker's Compensation Employer's First Report of Injury or Illness. The on-site supervisor will also be responsible for completing a section of the form. These forms can be found on the Student Portal under FWS or <http://www.roseman.edu/financial-aid/fws-for-employers/forms-for-employers>. The completed report can be e-mailed to [hroffice@roseman.edu](mailto:hroffice@roseman.edu) or faxed to Roseman Human Resources at 702-968-1616.
5. Verbal notification must also be made directly to Roseman University Human Resources.  
Contact:

**Monday – Friday from 8 a.m. to 5 p.m. PST**

Saralyn Barnes at 702-968-1611

**Evenings, Weekends, Holidays, and Campus Closures**

Saralyn Barnes at 801-200-1105

**IMPORTANT NOTE** – If you are involved with other types of serious issues while on the job, such as harassment (sexual or otherwise), discrimination, or retaliation, go directly to step 4 above. Then complete the Incident Report Form found on the Student Portal under FWS. If you are an employer please proceed to <http://www.roseman.edu/financial-aid/fws-for-employers/forms-for-employers>.

## Work-Study FAQ's

### What is Federal Work-Study?

The Federal Work-Study (FWS) Program is a government subsidized student employment program designed to assist students in financing their post-secondary education. In order to be eligible for Work-Study (WS), students must document financial need every year by completing the **Free Application for Federal Student Aid (FAFSA)**.

### What are the advantages of Work-Study (WS) jobs?

Although a WS job should be treated as any other job, it does have several distinct advantages:

- Students have the benefit of working in an environment suited to their skills, preferences and possible career goals.
- Students and Work-Study employers arrange a work schedule around the class schedule.
- Work-Study wages are not counted towards next year's student contribution for financial aid.
- Positions are located on-campus and off-campus. Regardless of location, the ultimate advantage of a WS position is that it affords students invaluable experience when preparing to enter the job market after graduation, not to mention the departmental and/or professional contacts that can be made.
- It provides students the opportunity to reduce reliance on student loans. Decreasing your overall loan indebtedness.

### What types of jobs are available?

The On-Campus Work-Study jobs are as diverse as the personnel needs of the University. Clerical assistants, library assistants, and laboratory research assistants are but a few examples. Off-campus positions with employers/agencies approved to participate in the Federal Work-Study Program offer further variety. These positions are available through non-profit organizations and are usually in areas of community service.

**What is Community Service Work-Study?**

Community Service Work-Study is a federally-funded program that allows students to earn their Work-Study award while serving the community in such areas as education, recreation, child care, health care, and tutoring and mentoring. HEOA (Higher Education Opportunity Act) expands the definition of community service to include the field of emergency preparedness and response.

Community Service positions benefit the student as well as the community by increasing awareness of community needs through employment in areas that are dedicated to improving the quality of life for community residents--particularly low-income individuals--or to solve problems related to their needs. But Community Service is much more than a definition. It's the satisfaction you get from knowing that through your time and efforts, you've helped to make your corner of the world a better place to live. Community Service Work-Study is a great way to make a difference in the lives of others and earn your Work-Study (WS) award at the same time.

**Where do I get information about available work-study positions?**

Work-Study positions are listed in the Student Commons, Student Copy rooms, and the intranet.

**What determines the amount of Work-Study awarded?**

The amount of your Work-Study award depends on your financial need and the availability of funds at the University. The wage you receive will be based on the type of work you do and it's level of difficulty.

**How will I be paid?**

You will be paid biweekly on subsequent Fridays, for the two week period that ended the previous Saturday (i.e. paid December 10 for the period of November 21 through December 4). When our payday is a holiday, you normally will be paid on the last working day before the holiday. Paychecks can be picked up at the Bursar's Office.

**Am I eligible for benefits?**

No. Work-Study students are not eligible for paid vacation, sick leave, holidays, or medical and dental insurance through their Work-Study job.

**What are the required working hours?**

The work schedule is to be determined by the student and employer. The following guidelines apply.

- Students should never be scheduled to work during class time.
- Students should never work more than 8 hours in one day (unless approved by Financial Aid)
- Students should never work more than 20 hours in one week while classes are in session.
- Students must take a 30 minute break if allowed to work more than 6 consecutive hours.
- Student may work up to 40 hours in one week during approved breaks when classes are not in session.

**What if I do NOT get a job?**

If students do not get a Work-Study (WS) job within the first six weeks of the start of class, their Work-Study award may be canceled for that term. Once canceled, the Work-Study awards will not be automatically reinstated. In addition, this may jeopardize the awarding of any future Work-Study. If your class schedule or other special circumstances prevent you from obtaining a WS job, contact the Financial Aid Office at 702-968-1635 (Henderson Campus) or 801-878-1033 (Utah Campus) to discuss other options.

**Can I carry my remaining award to the next academic year?**

No. Any portion of your award that remains unearned at the end of your Period of Enrollment will be forfeited and cannot be transferred to a subsequent award term.

**May I have more than ONE Work-Study job?**

No. This is an institutional policy. Therefore, each student should carefully consider the amount of his/her award, the rate of pay, and the job's work hours prior to applying for or accepting a position.

**Can I change Work-Study Jobs?**

Yes. You must first terminate your current Work-Study position. Your employer must complete a Termination Notice form to document your last date of employment, pay rate, and total hours paid. You may **NOT** begin working in your new job until your new employer completes and submit a new hire form.

**Can I be terminated or discharged prior to the end of the employment period?**

Yes. Your employer may find it necessary to discharge you prior to the end of your employment period. The reason for the separation includes:

- Not currently enrolled
- Withdrawal or Dismissal from the University
- Unsatisfactory work performance
- Approved leave of absence
- Expiration of award
- Change Work-Study job
- Excessive absences
- Voluntary termination

**Will my Work-Study funds be applied to my tuition?**

No. Work-study awards are not automatically applied towards a student's tuition bill. An award simply authorizes a student to participate in the program and sets a limit as to the amount of income a student can earn during the academic year. It is the responsibility of the student to work enough hours to reach the earnings limit and to budget the money wisely throughout the year to meet necessary college costs.