

UNIVERSITY GUIDEBOOK

Subject: Employment of Students - Federal Work-Study Program

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Title: Director	Title: Vice President for Student Affairs
Financial Aid and Scholarships	EFFECTIVE:
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<p>Policy: While the President has overall responsibility for the management of the University, the responsibility for employment decisions of personnel is delegated to the Provost/Vice President for Academic Affairs and executive officers or designee appointed by the President. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.</p> <p>RESOLUTION NUMBERS: YR 1999 – 118; YR 2007 - 27</p>

Purpose: Federal work-study funds are intended to encourage the part-time employment of undergraduate and graduate students with financial need to assist with their cost of education. In addition to on-campus employment, community service opportunities, e.g., America Reads tutors, escort services, etc., are permitted and encouraged.

Parameters:

- The Director for the Office of Financial Aid and Scholarships administers federal work-study fund usage, compliance with federal regulations, and student eligibility and awarding.
- The YSU matching funds are budgeted in accordance with federal regulations.
- Fringe benefits are not paid from federal work-study funds.
- Disbursement of federal work-study funds is administered through the Office of Payroll.
- Federal work-study awards are cancelled or reduced when a student is in default on a federal student loan, in an over-award situation, or when cited for noncompliance with the federal Financial Aid Satisfactory Academic Progress Policy.

Procedures:

1. Students must complete the Free Application for Federal Student Aid (FAFSA) annually no earlier than January 1 for financial aid for the following academic year..
2. The result of a student's FAFSA financial aid application utilizing the federal methodology identifies that student's financial need.
3. The Office of Financial Aid and Scholarships establishes awarding criteria for the year, based upon funding level, federal regulations, number of students applying, and each student's identified need.
4. In accordance with the established criteria, the Office of Financial Aid and Scholarships offers federal work-study awards to students in good academic standing.
5. Students receiving a work-study award may apply for positions available on campus as posted by the Office of Student Life (see 9003.02 – Employment of Undergraduate Students). The Office of Student Life must review and approve all federal work study position descriptions in advance of job postings.
6. The department or unit hiring federal work-study students is responsible for conducting interviews; completing all necessary paperwork, including the federal work-study and on campus hourly appointment forms; monitoring of job performance and duties, as well as ensuring that the duties are in the public interest; and the timely submission of time cards to the Office of Payroll.
7. The Office of Financial Aid and Scholarships monitors disbursement reports and notifies students and the hiring department or unit of any change in the student's eligibility.
8. The Office of Financial Aid and Scholarships compiles federal work-study information, including community service data, for the annual Fiscal Operations Report and Application to Participate (Fisap) due each October 1.