

# BELHAVEN UNIVERSITY

## Work Study Policy

Belhaven's Work Study Program provides jobs for traditional students who desire to offset a portion of their educational cost by working on campus or in the community. Work Study is not a grant or scholarship. As with any other job, actual hours worked determine the received by each student. Earnings are paid directly to the student, unless the student authorizes their earnings to be applied to their student account.

### There are two separate funds which provide jobs for students:

1. Institutional funds are available for specialized jobs such as specific subject tutors and intramural sports administration and assistance.
2. Federal Work Study funds provide the largest pool for work study positions. Eligibility for federal work study is dependent upon financial need and the availability of federal funds.

### Who is eligible for Work Study?

- Students must complete the Free Application for Federal Student Aid (FAFSA) for the current year.
- Student must be meeting the Satisfactory Academic Progress Requirements.

### How much can a student work/earn?

- The award offer will indicate the dollar amount of the Work Study award for the year. Although pay will always be based upon actual hours worked, this award indicates the maximum amount allowed to earn.
- The Work Study Permit will indicate the maximum earnings and maximum hours for the assignment period, as well as the suggested number of hours per week.
- Average 10 hours per week.
- On campus positions pay \$9.50 per hour.
- Off Campus positions (limited) in the community pay \$10.00 per hour.  
\*Must have a car to work at community jobs\*

### How to apply?

- Complete the Free Application for Federal Student Aid (FAFSA) for the current year.
- Complete all documents required by Student Financial Services.
- Submit a current year Work Study Application through Blazenet on the Student Financial Services Page.
- Complete all required HR documents such as: I-9, W-4, State Withholding, Payment Authorization Form and IT agreement.

### How do obtain a position?

- Supervisors request applications from SFS based on skills and majors.
- Students will receive a request for an interview from their respective supervisor.
- If position is acceptable, both supervisor and student will sign a Work Study Permit.
- Students and Supervisors will receive a Ready-To-Work email when Human Resources has hired the student in the position.

**IMPORTANT NOTE:** Hours worked before the date of the Ready-To-Work email will **NOT** be considered for payment as the student is not officially hired until that date.

Belhaven University reserves the right to make changes to this policy without prior notification