Students working today,

to ensure their success tomorrow
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What is Work Study?   **Work Study** is an employment opportunity in which the student earns money while gaining valuable work experience. When the student completes the FAFSA for the following year, any funds he/she has earned at a Work Study job are not used by the FAFSA in calculating the Estimated Family Contribution. This allows the student to earn a salary without it negatively affecting their future financial aid.

Students may find employment either on-campus or off-campus, depending upon their major. All monies earned from working are paid directly by the employer in the form of a paycheck. Students working on campus may work up to 20 hours per week. Students working off-campus, may work up to 19 hours per week.

**To participate** you must be awarded Work Study as part of your financial aid package. The Work Study award amount on your Award Letter is the gross amount that you may earn that is considered “Work Study”.

**For more Information go to:**
http://eagle.northwestu.edu/financialaid/common/work_study.php

Current Off-campus positions can be found through the job search program: http://eagle.northwestu.edu/jobsearch/

On-campus jobs are available to all students, and are not restricted by major or by Work Study eligibility. Off-campus Work Study positions are restricted to non religious majors with Work Study eligibility.

There are **Numerous Benefits** of Work Study. Work Study students:

1. Gain on-the-job experience which is related to their major.
2. Protect their future Financial Aid by earning money which does not count against them when calculating Estimated Family Contribution.
3. Gain time management and teamwork skills which are invaluable in a variety of endeavors.
4. Generate job search, resume writing and interview skills.
5. Have the potential for finding post-collegiate jobs by generating relationships with their Work Study Employer.

**Get hired!** by Doctors, Financial Advisors, Insurance Agents, Schools, City Governments, and Youth and Community Service Organizations.
SO HOW DO I GET A JOB?

How do I get an on-campus job? (Work Study or non-Work Study)

- Complete a Job Application Packet. The application can be found on-line at [www.northwestu.edu/current/jobs/introduction.php](http://www.northwestu.edu/current/jobs/introduction.php). (The application can also be picked up at the Financial Aid Services Office or at the Human Resources Office.)
- Turn in the completed Job Application Packet to Judy Burrow at the Human Resource Center.
- The department you are applying for will contact you regarding an interview.

How do I get an off-campus Work Study Job?

- You must not have a major or minor in any degrees under the School of Ministry.
- You must have Work Study eligibility on your award letter. Contact the Financial Aid Services Office if you have questions.
- Search for currently available jobs at [eagle.northwestu.edu/jobsearch](http://eagle.northwestu.edu/jobsearch), under the State Work Study section.
- If no jobs are of interest, review the list of currently approved employers located at [http://eagle.northwestu.edu/financialaid/download/NU_Work_Study_Employers.pdf](http://eagle.northwestu.edu/financialaid/download/NU_Work_Study_Employers.pdf). Contact the employer directly for an interview.
- Contact the Work Study Coordinator for Work Study paperwork which is required prior to starting the job.

How do I get an off-campus job (not work study)?

- Search for currently available jobs at: [eagle.northwestu.edu/jobsearch](http://eagle.northwestu.edu/jobsearch). Search under all categories except State Work Study.
- Contact the employer directly for an interview.
OFF CAMPUS WORK
STUDY CHECKLIST

☐ Contact the prospective Employer to set up an interview.

☐ Contact John Hadley in the Financial Aid Services Office to complete the school portion of Job Referral Agreement and Conditions of Award and to pick up Timesheets.

☐ Complete Job Referral Agreement and Conditions of Award (both student and employer sections) upon interviewing with the employer.

☐ Turn completed Job Referral Agreement and Conditions of Award forms into John Hadley in the Financial Aid Services Office.

☐ Begin employment. Complete timesheets within one week of the end of each pay period.
What do I do if I am hired by an Off-Campus Work Study employer?

Before beginning employment, return the following forms, completed, to the Work Study Coordinator:

- Washington State Work Study Conditions of Award
- Washington State Work Study Referral Agreement

After beginning employment, begin submitting timesheets to your supervisor.

- The Work Study Coordinator must receive timesheets within one week of the end of each pay period
- New Work Study timesheets can be picked up in the Financial Aid Services Office at the student workstation or downloaded from: http://www.hecb.wa.gov/employers/documents/SWStimesheet2.pdf
- Timesheets must be complete, signed, and dated by both the employee and supervisor.
- Remember that you can only work up to 19 hours per week as Work Study. Any hours worked past 19 would be considered regular employment.

What should I do if I already have a job but would like it to be Work Study?

If your current employer is interested in the Work Study program, they can get information by visiting the State Work Study Employer page on eagle:
http://eagle.northwestu.edu/financialaid/work_study_employers.php

Or by visiting the Washington State Higher Education Coordinating Board’s (HECB) website:
http://www.hecb.wa.gov/
What is “Work Study Eligibility”?  

Work Study Eligibility is the amount of Work Study that the student has been awarded. This is the amount of gross wages that can be earned as Work Study.

What if I run out of Work Study Eligibility?

The Work Study Referral Agreement will include the students Work Study Eligibility. The Student and Employer should track the student’s gross earnings to ensure that the student does not go over the eligibility amount. Earnings accumulated past the student’s eligibility will not be considered Work Study and the employer will not get their reimbursement. If you are running out of eligibility, contact the Work Study Coordinator to see if your Work Study Award can be increased.
Summer Work Study Program

**Summer Work Study** is an off-campus employment opportunity in which the student earns money, while gaining valuable work experience. The practical benefit of a Work Study job is that Work Study earnings are ignored by the FAFSA. This allows the student to earn a salary without it negatively affecting their future financial aid.

**PURPOSE:** The primary purpose of the full time/Summer State Work Study Program is to provide the student with an opportunity to save money for the upcoming semester.

**ELIGIBILITY:** An eligible student may work as much as full-time (40 hours a week) during any official break from regular class enrollment (i.e. summer, Christmas Break, Spring Break), provided the student assumes half-time or more enrollment the following semester. Documentation of the student’s intent to enroll the following term must be on record at the Financial Aid Services Office.

**Basic student eligibility criteria:**

1. Submit the Free Application for Federal Student Aid. (FAFSA) The FAFSA must demonstrate sufficient need for the coming academic year.
2. Indicate an intention to enroll at the institution the following term.
3. A student cannot be pursuing (or intending to pursue) a major or minor in the School of Ministry.
4. The student must complete two documents: Summer Work Study Referral Agreement and Terms and Conditions of Award.
**40% SUMMER SAVINGS REQUIREMENT:**

At a minimum, a student is required to save 40% of his or her full-time/Summer State Work Study earnings. The savings are applied as a resource toward the upcoming academic year educational costs. The 40% savings can contribute to the student’s expected contribution determined through the FAFSA information. The 40% savings cannot be replaced with a Federal Unsubsidized Loan.

**ENROLLMENT STATUS:**

A student who is enrolled half-time or more during the summer break is determined to be in “student status” and is limited to working no more than 19 hours per week. If a student enrolls half-time or more during a portion of the summer session (i.e., mini-session which runs in May), the student is in “student status” during this period and is limited to working no more than an average of 19 hours during this period. When the student has completed the period of enrollment and is on official break between terms, the student is no longer considered to be in “student status” and may work 40 hours per week.
Important Financial Aid Links

Financial Aid Services Website on Eagle:
http://eagle.northwestu.edu/financialaid/

NU Student Employment Website on Eagle:
http://eagle.northwestu.edu/financialaid/student_employment.php

About Financial Aid Services:
http://eagle.northwestu.edu/financialaid/about.php

Information for employers regarding the Washington State Work Study Program can be found on eagle and from the Higher Education Coordinating Board’s Website:

http://eagle.northwestu.edu/financialaid/work_study_employers.php

http://www.hecb.wa.gov/employers/
Other Important Web Links

Currently Available Off-campus State Work Study Jobs:
http://eagle.northwestu.edu/jobsearch/
*Select the State Work Study category

Currently Approved Employers:
http://eagle.northwestu.edu/financialaid/download/
NU_Work_Study_Employers.pdf

Currently Available On-campus Jobs:
http://www.northwestu.edu/current/jobs/jobs.php

On Campus Job Application Packet:
http://www.northwestu.edu/current/jobs/introduction.php

For additional timesheets that can be downloaded and printed:
Please refer your questions to the Work Study Coordinator:

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