

## **Work-Study Frequently Asked Questions (FAQ)**

### **What is Federal Work-Study?**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need according to the FAFSA information which is completed yearly by the student. This particular type of aid allows students to earn money to help pay education and living expenses. There are many job choices, including community service, course-related work and departmental office jobs.

### **Am I eligible for a work-study job?**

Your work-study eligibility depends on your financial need, the amount of other aid received, and the availability of funds at your school. Schools participating in the campus-based programs receive a limited amount of funds from the federal government each year. You need to indicate "yes" on the FAFSA work-study question and apply early. Post-baccalaureate students not officially enrolled in a 2nd degree program are not eligible. If at any time, you drop below 6 credits (5 for grads), withdraw, or fall into an "aid denied" status, you must stop working immediately.

### **How much will I be paid?**

Your wages will be at least the current Oregon minimum wage, which is adjusted yearly. It may be higher depending on the type of work you do and the skills required.

### **How will I be paid?**

You will be paid by the hour and once a month. Direct deposit is an option or you can pick up your check at the Payroll Office in Churchill Hall. Work-study earnings do not go through the Higher One refund process.

### **Are the work-study jobs on or off campus?**

If you work on campus, you will usually work for SOU. If you work off campus, your employer will be a private nonprofit organization or a public agency. Any off campus employer must have a contract with the Payroll Office.

### **How many hours can I work?**

The amount you earn cannot exceed your total Federal Work-Study award, though it is sometimes possible to increase your award amount if you still have need in your budget. When school is in session, work-study students are advised to not work more than 20 hours per week. You are never to work during scheduled class time.

### **What is Non-Work-Study?**

It is similar to a regular job. Non-Work-Study employment positions are available in university departments and offices as well as off-campus. It differs from the Federal Work-Study Program in that students do not qualify according to the FAFSA information. The employing departments are responsible for 100 percent of the student's wages.

A student must be registered for at least 6 (six) credit hours to be classified as a student employee. Grad students must be registered for at least 5 (five) credits. Any student who fails to maintain the required minimum credit hours during any academic quarter must be terminated as a Non-Work-Study employee. Upon graduation, students must also stop working in that capacity.