

Work-Study Guidelines 2022-2023

Students are required to read, sign, date, and return the guidelines to Marie Bonenfant, Work-Study Coordinator, in the Office of Financial Aid.

1. Students that have an incomplete financial aid file and/or work-study file are not permitted to secure a job and begin working hours until they have completed all financial aid & work-study requirements. A completed work-study file verifies your eligibility for work-study. If upon completing your file, your financial aid eligibility changes, your work-study award may be canceled out of your financial aid award.
2. Students must complete the required Harassment and Discriminatory Training by the stated deadline. The information regarding this training will be provided to you by your supervisor, who will receive guidance from the Title IX administrator on campus.
3. You are responsible for securing a work-study position. If you have not secured a position by the end of the **ADD/DROP** period you will lose your work-study award.
4. Students must be enrolled at least half-time (six credits) to be eligible for work-study.
5. Your work-study job is considered "campus employment". If you cannot work your scheduled hours you **MUST** let your supervisor know. You are allowed two (2) unexcused absences per semester before termination. Upon termination you will lose your work-study award for the academic year.
6. You cannot earn more money than the amount specified for the semester on your calculation sheet. In addition, **you cannot work more than 20 hours in any given week when classes are in session.** Supervisors will be sent out regular notifications with figures for the number of hours that are remaining on each student's work-study awards for the year.
7. You cannot work in more than one department during any semester at the same time.
8. Your time sheet **MUST** be submitted through ADP **NO LATER** than 4:30 p.m. on the Tuesday following the end of the pay period. You and your supervisor are also responsible for keeping tract of hours worked as well as hours remaining. Failure to turn in your time sheet on schedule may delay the availability of your pay check.
9. You will be paid on a bi-weekly basis. Federal and state taxes may be deducted from wages depending on the amount earned. Checks will be available in the Office of Student Accounts by 10:00 am on each pay date. You are the only person allowed to receive your check unless you have previously authorized in writing for someone else to pick it up.
10. You cannot work during a scheduled class period unless the class period has been canceled. Under these circumstances, you must notify marie.bonenfant@finlandia.edu.
11. Confidentiality of all student information is protected by federal law. If confidentiality is broken or compromised, you will lose your work-study award. You will sign a statement of confidentiality before you begin working.
12. In addition to these guidelines, department supervisors may have their own guidelines that you will be presented with during your training period (and possibly modified throughout), which must also be followed.

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13. Leaving a large portion of your work-study award unworked may affect your ability to receive work-study the following school year (this will be dependent on the University's funding level). **Due to this rule, students should secure a position that will allow them to fit the allotted amount of time into their schedule.**
14. Students could find their work-study award/position terminated for the academic year or longer if they have broken any laws while working at your place of employment or if you have violated any of the guidelines set by the Department of Education and Federal Student Aid.
15. Students are not permitted to secure a job in a department that would have them working for or with a member of their family (parent, grandparent, sibling, spouse, child).
16. Any updates or special announcements concerning the program will be communicated to students through their Finlandia e-mail accounts.

If you have any questions regarding work-study employment, please call Marie Bonenfant at 906-487-7261
marie.bonenfant@finlandia.edu .

I have read, understand, and will abide by the Work-Study Program guidelines. I understand that this is considered employment and any violation of these guidelines, any change in my financial aid award, any violation of the department's guidelines, or a change in my standing with the University could result in losing the Federal Work-Study award.

Student Name (PRINTED): _____

Student Signature: _____ Date: _____