

Rules & Regulations for the Federal Work Study Program

(Effective Fall 2024)

1. Student must have completed a FAFSA and indicated “Yes” on section where asked if you would like to be considered for work-study.
2. Student must be eligible for work according to the “Satisfactory Academic Progress” guidelines at Southern University at New Orleans.
3. Students must have applied for and completed verification of their Pell Grant (if applicable), before eligibility for work can be determined.
4. Students must not be in **default** on any student loans or owe a refund on a grant.
Note: If a default notification is received after your placement, your work-study assignment will be discontinued, effective immediately.
5. Students must enroll and maintain at least half-time status: Undergraduate (6 credit hours) for the Fall and Spring semesters, Graduate students (5 credit hours) for the Fall and Spring semesters. If a student drops below half-time status during the semester, he/she will be terminated from the work-study program.
6. If a student adds, drops or changes the time of a class, he/she must submit an updated class schedule to the Assistant Director of Financial Aid.
7. Students must complete and return all required documents to the Financial Aid Office before he/she is allowed to work. This includes completing the Federal Work Study application, Employee’s Withholding Allowance Certificates (W-4 and L-4 forms) indicating your tax exemption choice.
8. Students must attend a Federal Work Study Orientation before beginning work.
9. A student employee cannot work in excess of 20 hours per week or 7 hours per day unless approval has been granted by the Assistant Director or Director of Financial aid.
10. Students are prohibited from working during scheduled class time, even if the class is not in session or dismissed early. Students are prohibited from working during the weeks of Mid-term and Final Exams.

11. Students must not exceed the amount of their semester award on the Federal Work Study Assignment/Agreement. Halfway through each semester, the student should check to see if he/she is at risk of earning the semester's allocation before the semester ends. When the student has earned his/her awarded amount, he/she must stop working, unless approval has been granted by the Assistant Director or Director of Financial Aid. ***Note: Any immediate supervisor who permits student employees to work beyond the official number of hours assigned by the financial aid office, without approval, shall be in jeopardy of losing their departmental student employees in the future.***
12. Students must submit monthly time sheets to the Financial Aid Office on the last work day of each month, in accordance with the attached Student Work-Study Payroll Submission Schedule for payment processing. The time sheet must reflect the actual hours the student has worked. Supervisors must not sign time sheets for student employees. Time sheets received after the due date will be processed for the next payroll period. **The timesheet must be signed by the student and the supervisor** on the last work day of each month.
13. Student must report to the work area assigned by the Financial Aid Office. If it is determined that a student changed his/her assignment without approval by the Financial Aid Office, the student **WILL NOT** be compensated for the hours worked and will not be able to continue employment in the Federal Work Study Program.
14. Students must notify their supervisors in advance if he/she will be absent from work. Frequent absences are a justifiable cause for dismissal from the work study program.
15. Student who receive aid in excess of their eligibility will be terminated to avoid further over-awarding of funds.
16. A student employee may be terminated from the work-study program: (1) if his/her job performance is less than satisfactory; (2) if the student is enrolled less than half-time; or if the student employee withdraws from the University. The student may also be terminated at his/her or the Supervisor's request. If a student employee is terminated from the program, he/she will be given the specific reason, in writing at the time of termination. Causes for termination include, but are not limited to: (1) recurring, unauthorized and unexcused absences; (2) refusal to do work assigned or refusal to work during assigned time period; (3) intentionally falsifying the number of

hours worked on a time sheet; (4) misconduct and/or profanity; (5) failure to comply with the Rules & Regulations for the Federal Work-Study Program.

17. Students terminated from the Work-Study Program by their supervisor may appeal the decision. Until the decision is made, the student will not be allowed to continue work.

I hereby certify by signature below that I have read, understand, and agree to the conditions of this Work Assignment/Agreement (Contract).

Student's Signature

Student's Social Security Number

Date

Phone Number

Email Address