

STATE WORK STUDY

2009-2010

If you were awarded State Work Study:

1. You must complete an **Employer Referral Agreement** once you are employed by a State Work Study (SWS) approved employer. Even if you are continuing to work for the *same* employer, you will need to complete another one for the new academic year. Please pick one up at our office. See the Center for Professional Development for SWS job opportunities.
2. **You may only work 19 hours per week (including exam period), during the summer if you take 3 credits or more.** You may be allowed to work more than that under ABA guidelines, but your employer will *not* be reimbursed for any hours over 19 hours per week.
3. You may work 40 hours per week if you take 0 - 2 credits during summer and intend to enroll fall term. If you take 1 or 2 credits, you are not eligible for a student loan and will have to pay tuition from your own resources.
4. During fall and spring terms, you must be enrolled half-time or more and you may only work 19 hours per week (including entire exam period), except during term breaks.
5. You may work full time during the break after the entire summer exam period ends and before fall term begins, as well as during winter and spring breaks after entire exam period (as noted in the Registrar's Academic Calendar).
6. **You may begin using SWS on July 1, 2009.** The award is for the full academic year from May 18, 2009 to May 14, 2010, although if it is not activated by March 1, it may be withdrawn depending on expenditures.
7. Budget the hours you work in order to extend your employment. Based upon the time sheets submitted to our office, **the gross pay you earn is deducted at 100% from your award amount until it is exhausted.** The State reimburses employers 65% of gross wages earned. You may petition for an increase in the award amount, if necessary. However, approval is dependent upon your remaining eligibility and the remaining balance of our limited institutional allotment based on expenditures. SWS funding is designed to offer minimal part-time work in a student's field of study but cannot sustain a comprehensive employment situation.
8. Timesheets are available at the Student Financial Services information rack.

Note:

Summer: You must take a minimum of 3 credits summer term to receive a student loan. You may use SWS if not enrolled summer; however, you must intend to enroll for fall term.

Fall or spring: You must take a minimum of 6 credits (although less than 8 credits fall or spring has academic progress issues and results in financial aid probation) to receive SWS or a student loan.

If you have questions, please stop by or call Student Financial Services at 398.4250 or email lawfa@seattleu.edu.