

## **Bellarmine University Federal Work-Study Program**

The Federal Work-Study program is offered to students who demonstrate financial need based on their Free Application for Federal Student Aid (FAFSA) data. To ensure that all eligible students will have the opportunity to participate in work-study, Bellarmine encourages all students to file their FAFSAs as soon as possible after October 1<sup>st</sup> every year. Students who indicate their interest in work-study on their application and show financial need, based on their tabulated Expected Family Contribution (EFC) Number, are awarded a maximum of \$2000 for the academic year.

Students who have a specific EFC and below (varies each year) and who also indicated interest on their FAFSAs are awarded work-study each year. If direct costs were met with free monies (grants and scholarships), students are not awarded. Several students are also awarded on a professional judgment basis by request. Returning students who previously received work-study will continue to renew their award each year as long as funds permit. Renewed award amounts for returning students will vary depending upon the amount earned in the previous year. All financial aid packages are created automatically, with a double check by the Director or Financial Aid Counselor.

Once students are awarded work-study, they must accept it on their financial aid award letters, located online at the [one.bellarmino.edu/award](http://one.bellarmino.edu/award) website. Students who accept the award are sent an informative letter on the work-study program and process of employment. Students are directed to visit <http://www.bellarmino.edu/financialaid/workstudy.aspx> to complete the required W-4 and I9 forms for employment. At this website they will also find the latest job listings available on campus.

It is the student's responsibility to review the job listings and secure a position. When students have found a place of employment, their supervisors will send a Requisition Form to the Work-Study Coordinator to initiate the hiring process. The coordinator will then verify that students have completed and returned the required paperwork and will then send a confirmation email to the student and supervisor approving them to begin work. The email will include the student's pay rate, and award for the year. Supervisors and students are also encouraged to monitor their hours and refrain from working over their allotted awards. Students are not permitted to work over 8 hours in a day and no more than 15 hours a week, while classes are in session. In the case that a student was to go above and beyond their award, the funds earned that exceeded the student's award could be taken from the department's budget.

Students will clock in and out of the time-keeping system each day they work. Community Service students are off campus and cannot use the time-keeping system, so they are given a paper time card to be completed and signed by themselves, as well as their supervisor. Community Service timecards are calculated and entered manually into the time-keeping system.

All students are paid on a bi-weekly pay cycle. Paychecks may be picked up in the Business Office. Students may also elect to have 100% of their paychecks applied to their student accounts to pay tuition, room, board, and fees. Students desiring this option must complete the "Authorization to Withhold Work-Study Check for Payment of Tuition" form in the Bursar's Office.