

# Work Study Steps (Federal & State)

**Work study is awarded on a first-come first-serve basis, and funding is limited**

Work study is a work program in which a student is employed part-time while enrolled in school to help pay their education expenses. These jobs allow students to work varied hours per week. Work study is limited in funding and requires action from you, **the student**.

## **Enrollment Requirements**

1. **Fall & Spring** requires at least 6 credit hours for Federal & 12 credit hours for State Work Study
2. **Summer** is as follows:
  - If enrolled at least 3 credit hours during the summer semester-eligibility is based on summer Cost of Attendance and does not affect fall aid eligibility
  - If **NOT** enrolled during summer, all summer earnings count against fall eligibility & student must be enrolled for the upcoming fall semester in at least 6 credit hours for Federal Work Study & enrolled in at least 12 credit hours for State Work Study.

## **Steps for Work Study**

1. Prior to contacting departments, call or stop by the Financial Aid Office to determine eligibility (406) 683-7511.
2. If eligible, review positions available at: <https://www.umwestern.edu/section/work-study-positions/>.
3. Contact the department(s) you are interested in. Call or visit their offices based on their information posted on the above website.
4. If the department wishes to hire you, they must submit an email to [finaid@umwestern.edu](mailto:finaid@umwestern.edu) with your Name; ID#; term/terms; contract amount. Maximum hours per week are: 40 for Summer & 29 for Fall/Spring.
5. Financial Aid Office will determine eligibility and:
  - a. IF ANY accepted aid is reduced, the Financial Aid Office will submit an email to the student showing the current awards and a screen shot of what the new awards will be with the work study.
  - b. IF THE student accepts the reductions, the student must reply to the email stating that they accept the changes. *If declined, no changes will be made and student will not be assigned work study.*
6. If accepted, Financial Aid will award the work study amount at an offered status and generate a job contract with appropriate hire card attached which will be submitted to the department via email. Both the student and the supervisor must review, sign and submit the contract/hire card back to the Financial Aid Office and HR. Be sure to list the job title on the contract and it must match the job description submitted earlier by the department. If department is unsure, they should contact Career Services.
7. Once the contract is received, Financial Aid will change the work study award from an offered status to an accepted status.
8. Acceptance of Work Study funds will then allow HR to complete the required hiring identification forms (new hires only).
9. ***Student is not allowed to begin work until the contract, Hire Card, and any required new hire paperwork has been returned.***
10. It is the student's and supervisor's responsibility to monitor the student's hours and not work more than the allotted hours per week and funds awarded to the student.
11. Supervisors must submit time cards bi-weekly to Human Resources.
12. During the semester, the supervisor must complete a performance evaluation and review with each work study student. Evaluation forms will be sent to the supervisor each semester for completion and must be returned to the Financial Aid Office to be filed in the student's record.
13. State work study is awarded to Montana residents and is not based on need, however still follows all the same requirements as mentioned above **and requires full-time enrollment (12 credit hours fall/spring)**.