

# STUDENT EMPLOYMENT



POLICIES AND  
PROCEDURES  
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## INTRODUCTION

The Student Employment Program at Western Kentucky University provides employment opportunities for students who are in need of earnings from part-time employment in order to pursue a course of study at the university. The program is also designed to assist University departments in meeting their objectives through the use of qualified student employees.

Students who qualify for the Federal College Work-Study Program as established by guidelines of the Department of Education are paid from funds derived from the federal government and the university at the ratio of 75%-25%. If the student does not qualify for federal college work-study, 100% of his/her salary is paid from the university's institutional funds. All student salaries are charged to the departmental budget regardless of whether or not a student is classified as Federal College Work Study or Institutional.

## FINDING A JOB

The student should periodically check the Job Vacancy Binder in the Student Employment Office or visit the Student Employment website for any new vacancies. (<http://www.wku.edu/Info/FinAid/StuEmpl/job.htm>) It is the responsibility of the student to contact those departments with vacancies and arrange for an interview. Once a job is obtained, the department and student must sign off on a Student Employment Request form which will be forwarded to the Office of Student Employment.

All eligible students are encouraged to participate in student employment. Of course, it is important to remember, the students' first priority is to be a student. Employment should help create a well-rounded individual and should not be the primary focus of their educational experience at WKU.

## STUDENT REQUIREMENTS

(For students that are not U.S. citizens, see "**International Student Requirement**".)

### **U.S. CITIZEN REQUIREMENTS:**

- ◆ Once a student obtains a job, they have to complete the necessary paperwork to be placed on payroll. Students need to sign the Student Employment Request Form to begin the employment process.
- ◆ The student must have filed a current, completed Free Application for Federal Student Aid (FAFSA) and the results of this form must be on file in the Department of Student Financial Assistance at WKU. *A new FAFSA must be filed for each academic year.*
  - ◆ To sign the FAFSA electronically, you will need a PIN number. If you do not have a PIN from the Department of Education, you can request one at [www.pin.ed.gov](http://www.pin.ed.gov)
  - ◆ If you are required to file with parent tax information your parent will need a PIN also. They may apply for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov)
- ◆ Students must have a completed background check (if have not been employed within the last 24 month by WKU). Students are not to work for the university until the completed background check is on file with the university.
- ◆ If the student has not worked for student employment within the last 12 months, the student will then be required to complete the necessary tax forms (K-4, W-4, WSOT), I-9 Form, and provide proper documentation to establish identity (see "**Withholding Taxes & I-9 Form**").
- ◆ Must be enrolled at least half time during times of enrollment (6 hours Undergrad, 4.5 hours grad).

### **INTERNATIONAL STUDENT REQUIREMENT:**

Once a student, who is not a U.S. citizen, obtains a job, they have to complete the necessary paperwork to be placed on payroll. All students need to sign the Student Employment Request Form to begin the employment process.

- ◆ International Students must have completed an IWAV (I-9, I-20, plus documentation) with ISSS.

- ◆ Complete the tax withholding forms (K-4, W-4, WSOT, See "**Withholding Taxes & I-9 Form**") and provide a copy of their Social Security Card. If they do not have a social security card, they must be requested to work (Student Employment Request Form sent from employing department) in order for Student Employment to request an SS number. The student will be contacted by ISSS to pick up the letter. Upon receipt of their social security card, they will bring it to the Student Employment office.
- ◆ Must be enrolled as a full-time student and making satisfactory academic progress toward a degree. International students must maintain Satisfactory Academic Progress (3.0 Grad GPA, 2.0 UG GPA) be enrolled full-time (9 hrs Grad, 12 hrs UG) in order to be eligible for student employment.
- ◆ A background check will be required for any international students who have a social security number prior to employment at WKU (if have not been employed within the last 24 months by WKU)
- ◆ Must not displace a U.S. citizen.

## DEPARTMENTAL PROCEDURES

- ◆ When a department has a current job opening, a Job Vacancy Form should be submitted to the Student Employment Office. In turn, the Job Vacancy Form will be placed in the Job Vacancy Binder and posted on the website. Eligible applicants are encouraged to contact those departments with vacancies. This listing will remain posted in the binder as well as on the list or website until the department notifies Student Employment that the vacancy has been filled. The department can inform the office via phone or e-mail.
- ◆ **Before allowing a student to work any hours, the department should ensure that the student is eligible to work on-campus.** The department can contact Student Employment to verify eligibility. NOTE: If the student worked in the department the previous award period and is returning to the same department for the next award period, please confirm the student's eligibility for rehire and then adhere to the same procedures that follow.
- ◆ Once it has been decided to hire a particular student, the department should complete the top portion of the Student Employment Request Form for the appropriate term and forward it to Student Employment. Please make sure the request is signed by the department and the student. The background check will be initiated by student employment once we receive the request form. *Note: The department does not have to complete a new Student Employment Request Form in the Spring semester for students who have been requested during the Fall semester for the academic year.*

*However, the summer session is considered a different award period, and a new Request Form must be submitted for any student that will be working during this period (see "**Returning Students**").*

- ◆ If a Request Form is received on a student who has all required paperwork on file (financial aid package is complete and all the necessary tax forms and background check are on file), Student Employment will complete the bottom portion of the form and put the student's assignment on payroll. The student's name should then appear on the next applicable recap sheet and be paid accordingly.
- ◆ If a Request Form is received for a student whose paperwork is incomplete, the form will be held until the student is cleared. The department will then be notified by the Student Employment office indicating what is missing from the student's file (i.e., FAFSA, tax withholding forms, etc.). Once cleared, the Request Form will be processed as indicated above.

*A department should not begin a student's employment until all paperwork is complete. If the department does begin a student's employment prior to being cleared, and it is determined that the student is not eligible to be placed on student payroll (see "**Reasons for Ineligibility**"), it is the responsibility of the department to ensure that the student has been paid for hours that he/she has already worked.*

## **RETURNING STUDENTS**

If a student worked in a particular department during an award period and will be returning to that same department the following award period, he/she is considered a returning student. The student must have a complete financial aid package as indicated under "**Student Procedures**".

The department should complete the Student Employment Request Form for the appropriate term and the process will be the same as that indicated under "**Departmental Procedures**". A separate Request Form must be done for each academic year and for each summer session for those students that will be working in a particular department. This is necessary because a student's financial aid package is award period specific and a student's eligibility can change with each new award period. (NOTE: If a student is working for a department during the Fall and Spring semester of an academic year, it is only necessary to complete one Request Form for the academic year.

## ENROLLMENT REQUIREMENTS

During the academic year, a student must be enrolled at least part-time (Undergraduate = 6 credit hours; Graduate = 4.5 credit hours) to be eligible to work. If a student's enrollment drops below half-time status, the student's employment will have to be terminated. During the academic year, international students must be enrolled at least full-time (Undergraduate = 12 credit hours; Graduate = 9 credit hours) to be eligible to work on-campus. Please refer to “**Hours per week**” for enrollment requirements for terms other than fall and spring. *NOTE: NO student is allowed to work when they are enrolled less than half-time, no exceptions.*

## ACADEMIC REQUIREMENTS

All students must be making satisfactory academic progress toward a degree to be eligible to work on-campus (See Financial Aid Terminology: Academic Requirements). If a student has been requested to work and has been denied academically, the department will be notified by the Student Employment office. Some students may be denied academically but qualify to do an appeal. If so, the student would need to submit an academic appeal to be reviewed by the Appeals Committee to the Department of Student Financial Assistance. If approved, the student will be allowed to work on-campus. It is the student's responsibility to notify Student Employment of this approval. However, if denied, the student would not be eligible for employment at that time.

If a student was cleared to work on-campus and then became denied at some point during the assignment (enrollment dropped after receiving aid, fall grades reviewed, etc.), the department would be notified by Student Employment to cease employment for that particular student. At that point, the department should complete a Student Employee Termination Form and return it to Student Employment.

*If a department allows a student to begin employment prior to being approved by Student Employment and then the student is denied academically, it is the responsibility of the employing department to insure that the student is paid for the hours worked. Since the student would not be eligible to be placed on student payroll, the department would have to pay the student through another means (i.e., part-time payroll).*

## REASONS FOR INELIGIBILITY

A student may apply to work on-campus through the Department of Student Financial Assistance and be considered ineligible for many reasons as indicated below:

- ◆ The student's cumulative grade point average may be below that required to receive financial assistance (work on-campus is considered financial assistance).
- ◆ The student's academic progress (hours earned) may be below that required to receive financial assistance.
- ◆ The student may not be degree seeking and would therefore not be eligible to receive financial assistance.
- ◆ If the student was already employed in another department for 20 hours per week and was not leaving that department, he/she would not be eligible for any additional hours per week in a second department.
- ◆ If the student is an athlete and is receiving aid up to the maximum amount allowable as determined by federal regulations and NCAA rules, he/she would not be eligible to work.
- ◆ The student's background check may cause a denial for employment.
- ◆ Student has an enrollment issue, see "**Enrollment Requirements**"

## HOURS PER WEEK

The amount of hours per week that a student's *actual* work award reflects is based on the request per the employing department as well as the student's eligibility. If there is a need to change the amount of hours per week that a student will be working after the original Student Employment Request Form has been processed, the department should submit a memo or e-mail to Student Employment regarding the change in hours per week and the effective date. If the student is not eligible for the change, the department will be notified by Student Employment.

### **ACADEMIC YEAR:**

Generally, students that are awarded a work estimate as part of their financial aid package are packaged an amount that averages 15 hours per week for the academic year. If a student's financial aid package permits, a student can work up to 20 hours per week (see "**Reasons for Ineligibility**"); however, this is the maximum amount of hours per week allowed. If a student is employed in more than one department, the total hours combined cannot exceed 20 hours per week.

**WINTER TERM:**

Students are eligible to work up to 40 hours per week during this period of non-enrollment. Due to the implementation of the Winter Term, students that will NOT be enrolled for the Winter Term and WILL be returning at least half-time for the spring semester, may work up to 40 hours per week. However, if a student will be enrolled for the three week Winter Term, they are limited to their normal scheduled hours (maximum of 20 per week). A student can work during this period without affecting their financial aid package. Prior to the Christmas Break, an Interim List will be sent to all departments. The departments should identify those students that will be working and the amount of hours per week it is anticipated they will work during the interim period. Student Employment will then adjust each student's work award accordingly to allow for additional earnings.

**SUMMER SEMESTER:**

**If a student is returning at least half-time the following fall semester,** his/her eligibility regarding hours per week is contingent upon the student's enrollment during the summer session. If the student is non enrolled during a summer session, he/she is eligible to work up to 40 hours per week during the period of non enrollment. If the student is enrolled during any summer session, he/she is eligible to work up to 30 hours per week during the session(s) of enrollment.

**If a student has an August graduation date and is not returning at least half-time the following fall semester,** he/she is only eligible through the period of enrollment (i.e., a student enrolled in Session A, he/she can only work through Session A). If a student is not registered for any summer classes, he/she is not allowed to work during the summer.

**If a student is not enrolling for the summer sessions and is not enrolling at least part-time the following fall semester,** he/she is not eligible to work through student employment for the summer session.

<b>PAYRATE</b>
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The present hourly payrate for student employees is \$6.55. If a department requests that the payrate be greater than \$6.55 per hour, a payrate justification memo or e-mail must be submitted to Ashley Pinson and approved by Student Employment. Once approved, Student Employment will process the paperwork to place the student on payroll at the indicated payrate. Students should not work more hours per week than they were originally approved for; therefore, overtime rate is not applicable.

Minimum wage is scheduled to increase to \$7.25 per hour July 1, 2009.

## EMPLOYMENT DURING NON-ENROLLMENT PERIODS

**Fall Break** is considered a period of enrollment. During this time, the student should adhere to the amount of hours per week that they normally work. (If it is absolutely necessary that a student exceed his normal hours per week during this time period, then his hours should be reduced by the amount he exceeded at some point during his award period.) Student Employment can not do any adjustments to reflect work during Fall Break.

**Spring Break** is also considered a period of enrollment. However, a student can work up to 40 hours during this week. Since the student's work award does not include an amount for Spring Break, the award must be adjusted to reflect the amount that would be earned during this time period. An Interim List will be sent to all departments prior to Spring Break. It should be indicated on this list the students that will be working during this period and the amount of hours per week it is anticipated they will work. Student Employment will adjust the award accordingly.

## SPECIAL SUMMER PROCEDURES

- ◆ The student must have a FAFSA on file for the current academic year. (For example, if a student is applying for the summer 2009 term, he/she must have a 2008-09 FAFSA on file.) If the student is applying for the summer term prior to becoming a beginning freshman the following fall, then he/she must have the FAFSA on file for the upcoming academic year. (For example, if the beginning freshman is applying for the summer 2009 term, he/she must have a 2009-10 FAFSA on file.)
- ◆ The student must have a current Summer WKU Application for Financial Aid on file. (This is necessary to determine enrollment intentions for the summer sessions as well as the upcoming fall term. The amount of hours per week the student is eligible to work is determined from this information.) The summer application is available on the Financial aid Forms page (<http://www.wku.edu/Info/FinAid/faforms.htm>), under Summer Application, once registration begins for summer classes. (NOTE: If a student was placed in the department the previous term and will be returning to the same department, see "**Returning Students**" for the procedures that these students should follow.)
- ◆ It is the responsibility of the student to contact those departments with vacancies and arrange for an interview. If hired by a department, the student will then be required to complete the necessary paperwork.

**WITHHOLDING TAXES & I-9 FORM**

During a pay period, appropriate taxes must be withheld from a student's pay check. To be placed on payroll and to determine what amount of taxes should be withheld, a student must complete the following forms:

K-4	Kentucky Withholding
W-4	Federal Withholding
WSOT	Warren County School Occupational Tax
I-9	Employment Eligibility Verification *

\*Proper documentation to establish identity and employment eligibility must also be furnished. The lists of acceptable documents are on the back page of the I-9 Form. The most commonly used document from List A is a Passport (only one document is needed from this list). If a document is not available from List A, one document from List B **and** one document from List C must be used. The most commonly used documents from List B are the Driver's License or the WKU Big Red Card. The most commonly used documents from List C are the Social Security Card or the Birth Certificate.

**PAY SCHEDULE**

Once a student has been placed on payroll, he/she will be paid on a bi-weekly schedule. The student's name must first appear on a recap sheet. Once the student's name appears on a recap sheet for a particular pay period, the hours that the student has worked during this pay period should be indicated. The student will then receive pay for that particular pay period approximately two weeks from the date the recap sheet was issued (See "Recap Sheet").

Students should check with their particular department regarding distribution of pay checks and pay dates. Normally the department picks up all student checks for that particular department and distributes the checks to the student employees.

## RECAP SHEETS

Before recap sheets can be issued for a particular student, the student's Request Form must have been approved and all withholding forms and an I-9 form must be on file. If a student's paperwork has been cleared by Student Employment after recap sheets have already been printed for the upcoming period, the student would appear on the next applicable recap sheet and hours should be reported at this time. *(NOTE: If a student worked prior to the first recap sheet that his/her name appeared on, and the student's actual work assignment was for the period worked, the hours would need to be written on the first recap sheet that the student's name appeared on. This may be necessary if the approval by Student Employment was done in the middle of a pay period and after recap sheets had already been printed for the applicable period. However, this does not mean that you can start a student prior to being approved and then just catch up the student's hours when he/she is approved.)*

Recap sheets are forwarded to the department from payroll on regular payroll dates as indicated on the Payroll Calendar. Payment of students participating in the Federal College Work-Study Program and the Institutional Program is on an hourly basis and only actual hours worked may be submitted on the recap sheet. Student employees are paid for each hour of work actually performed and reported on the recap sheet. *Student employees are not eligible to receive vacation or sick pay.* The recap sheet should be processed as follows:

- ◆ For each day worked during the pay period, mark the number of hours worked in the designated column. If a student did not work on a particular day, indicate by marking "0".
- ◆ Recap sheets must be signed by the department head. **Rubber stamp signatures will not be accepted.** The student's signature does not have to appear on the recap sheet; however, it must be on the time sheet that is kept within the department.
- ◆ Once completed, recap sheets should be submitted to Accounts & Fiscal Services, Payroll Department, on the date specified on the Student Payroll Calendar.

Questions concerning recap sheets should be directed to:

Janet Haynes  
Accounts & Fiscal Services  
Payroll Department  
Room 37, Wetherby Administration Building  
Phone: 745-5365

*Students are to be paid for all hours worked. Any issues/conflicts regarding hours should be addressed by the supervisor with the student immediately. Students are to be paid for all hours in a timely manner. Once a student is on your recap, payments should not be unfairly held without the student's knowledge. Any held hours would require the student's signature be on file with the department explaining payment procedures.*

## **DRESS CODE**

Dress Code is up to the discretion of each individual department. If the department is in an area where services are offered to students, the public, etc., the dress code may be stricter than that of a department who has limited contact with the public.

## **TERMINATION/RESIGNATION**

If a problem arises concerning a student employee that could jeopardize the continuation of employment, the student should be given a verbal reprimand specifying the nature of the problem and action necessary for correcting the employee's behavior or performance. The supervisor should document the incident (including date and details of the discussion) and should advise the student that a written record is being maintained. The supervisor should also inform the student that future similar behavior could result in termination of the student's employment.

If it is decided that a student's employment is to be discontinued, the supervisor should notify the student that his/her employment is to cease. A Student Employee Evaluation and Termination Form should be completed and returned to Student Employment. The student will be terminated from the department effective with the date indicated on the form.

If the student's employment is to cease by choice of the student, the student is expected to give appropriate notice to his/her supervisor (usually 2 weeks). The department should still complete a Student Employee Evaluation and Termination Form and return it to Student Employment. The student will be terminated from the department effective with the date indicated on the form.

If a student is leaving employment from one department and transferring to another department, a Student Employee Evaluation and Termination Form should be completed by the department that the student's employment has ceased in. The new department should submit a Student Employment Request Form to place the student on payroll for their department. *The student cannot be placed in the new department until the termination is received from the previous department.*

## RESEARCH GRANTS

Any student being paid from grant funds must be classified as Institutional Work regardless of their eligibility for the Federal College Work-Study Program. However, the student and department should follow the same procedures as indicated under "**Student Requirement**" and "**Departmental Procedures**". Upon receipt of the Student Employment Request Form, Student Employment will review the account number. If it is determined that the account number reflects that of a grant, the student will automatically be classified under the Institutional Work program.

## EVALUATIONS

Evaluations are sent to the departments once a year by the Student Employment Office. The supervisor is required to complete a Student Evaluation Form on each student employee annually and to review the completed evaluation with the student. The supervisors as well as the employee are required to sign the form. If a student is not available to sign, it should be indicated on the form.

The purpose of this evaluation is to provide an opportunity for reinforcement of significant strengths and for constructive discussion of areas in which improvement is needed. One copy is to remain on file in the employing department and one copy becomes a part of the student's permanent file in the Department of Student Financial Assistance. Since this may be the student's first job experience, supervisors are encouraged to provide as much time as possible in helping the student learn the basic principles of good work practices.

## PAYCHECK ADVANCEMENT

Paycheck Advancements do not exist for student employees. Please do not tell students they will be able to receive a Paycheck advancement/emergency loan, because this is not always the case. In a few rare cases, students can apply for an emergency loan. Yet, this is only on a case by case basis when a true emergency exists. Do not work students prior to being cleared for payroll under the pretense they will be able to receive an emergency loan. We will get the student on the first recap possible and the department can then turn in hours for the student. Since the student is responsible for repaying the loan (it is not automatically deducted from their paycheck), it has the potential to put the university at risk. It is the student's responsibility to submit their hours for payment, failure to do so will result in the student wait for their paycheck until back pay hours can be paid out.

**COMMUNITY SERVICE JOBS**

Since it is a federal requirement that 7% of our Federal College Work Study funds be allocated to positions that meet the "Community Service" definition, positions are available through the Federal College Work Study program with agencies off-campus.

To be eligible to work through the community service program, a student must follow the same procedures as indicated previously. However, the student must qualify to be paid from funding under the federal college work study program. If a student does not qualify for federal funding and only qualifies to be paid from institutional funds, he/she would not be eligible for the community service positions.

A sample list of agencies that have participated in this program are listed below:

- |                           |                         |                    |
|---------------------------|-------------------------|--------------------|
| Big Brothers & Sisters    | Girls Club              |                    |
| BG/WC Community Ed.       | Hospice of So. Ky.      | Boys Club          |
| BG Parks & Recreation     | BG Public Library       | BG/WC Reg. Jail    |
| Dept. for Social Services | So. Ky. Headstart       | Comm. Action Agcy. |
| Downtown Business Assoc.  | Family Enrichment Prog. |                    |

Any vacancies with these agencies are kept in a binder and posted on the website in the Student Employment Office. Students typically work 15-20 hours per week in these positions and the pay rates range from \$6.55-\$9.00 per hour (depending on the vacancy). Any student interested in positions with these agencies should contact the Student Employment Office for referral.

**AMERICA READS JOBS**

Through the use of Federal College Work Study funds, Western Kentucky University currently employs student employees in America Reads positions. To be eligible to work through the America Reads program, a student must follow the same procedures as indicated previously. However, the student must qualify to be paid from funding under the Federal College Work Study program. If a student does not qualify to be paid from federal funding and only qualifies to be paid from Institutional funds, he/she would not be eligible for the America Reads program.

## OFF-CAMPUS EMPLOYMENT

An off-campus job vacancy binder is maintained in the Department of Student Financial Assistance. This binder provides current information regarding employment opportunities in the Bowling Green community. This listing is updated as employers contact Student Employment with job opportunities. A student does not have to go through the application process nor qualify with the Department of Student Financial Assistance to apply for these positions. Most off-campus employers go through Career Services.

## EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability, and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities.

## FINANCIAL AID TERMINOLOGY

It is helpful to be familiar with some of the financial aid terminology that is frequently used regarding a student's financial aid package. The following list can be a helpful resource when checking on a student's eligibility to work on campus:

**Academic Appeal** - If a student has been denied for academic reasons, it may be necessary to complete an academic appeal with the Department of Student Financial Assistance. The student would indicate on the academic appeal any significant factor that may have contributed to the student's academic progress being insufficient.

**Academic Probation** - If a student had been denied academically and completed an academic appeal that was approved, the student would be placed on academic probation for the semester. The student must achieve satisfactory academic progress during the semester he/she is on probation to receive additional aid the following semester.

**Academic Requirements** - Federal regulations require that students receiving financial assistance be monitored for satisfactory academic progress. This encompasses three major areas:

1. *Degree Program* - Students must be degree seeking and taking courses applicable toward their degree program.
2. *Qualitative Progress (GPA)* - Beginning first year and transfer/readmit undergraduate students must be admitted to the university in good standing. Continuing undergraduates must maintain the following minimum GPA as follows:

<i>Total HI-Ed Quality Hrs.</i>	<i>Cumulative &amp; WKU GPA</i>
1 -17	1.7
18-33	1.8
34-50	1.9
51 +	2.0

Graduate students must be admitted or readmitted in good standing and maintain a 3.0 semester and cumulative GPA.

3. *Quantitative Progress* - Students must earn the minimum number of credit hours per academic year for which they received financial aid.

**Academically Denied** - If a student has not met the academic requirements, he/she would be denied academically. This means that the student would not be eligible for financial assistance (this includes work on-campus).

**Budget** - The student's budget is the anticipated cost of education for each student. Many factors are included when determining a student's budget: tuition, books, room/board, travel, child care and personal expenses. Additional factors considered when computing a student's budget are the determination of dependent or independent status, in-state or out-of-state residency, undergraduate or graduate status, and if the student is living on-campus or off-campus. Normally, a student's total financial aid package cannot exceed their budget.

**Dependent Student** - A student is classified as a dependent student if they do not meet the criteria required to be classified as an independent student. When classified as a dependent student, the student must also provide financial aid information of the parent(s) on the financial aid form. The parent and student information is considered when computing the student's eligibility for financial assistance.

**Expected Family Contribution (EFC)** - This is the dollar amount that is expected that the family can contribute toward the student's cost of education as computed from information reported on the financial aid form. If the student is a dependent student,

the EFC is the total expected contribution of the parent and the student. If the student is an independent student, the EFC is the total expected contribution of the student.

**Federal College Work Study** - If a student qualifies to be paid from federal funding according to federal regulations, the student would be classified as a college work study student. This means that 75% of the student's wages are being paid from federal funds and 25% of the student's wages are being paid from university funds. To qualify for federal funding, the student must demonstrate a financial need as determined from the information provided on the financial aid form.

**Free Application for Federal Student Aid (FAFSA)** - This is the financial aid form that must be completed by any student applying for federal aid (this includes grants, loans, and work on-campus). The student's eligibility is determined by the information contained on the FAFSA.

**Independent Student** - If a student meets any of the criteria listed below, he/she would be classified as an independent student. When classified as an independent student, the student must only provide his/her financial information (*does not have to include parent information; but if married, must include spouse information*) and the financial aid eligibility will be determined from this information provided. Students can determine if they are independent by answering the questions on the FAFSA website: [http://www.fafsa.ed.gov/FOTWWebApp/fotw0809/WorksheetServlet?wstype=WSD EP&locale=en\\_US](http://www.fafsa.ed.gov/FOTWWebApp/fotw0809/WorksheetServlet?wstype=WSD EP&locale=en_US)

**Institutional Work** - If a student does not qualify for federal funding as determined by the financial aid form, the student is classified as an Institutional student. This means that 100% of the student's pay would be paid from university funds. If a student is being paid from grant funds, he/she must automatically be classified as an Institutional student.

**Invalid FAFSA** - This means that the financial aid form has been received by the central processing center; however, the information was invalid and cannot be processed at this time. Corrections must be made to the application before further processing can be done.

**Need** - Financial need is computed by taking the student's budget (cost of education) minus the Expected Family Contribution (EFC) as computed from the financial aid form. If a student demonstrates a need, he/she can be awarded need based aid up to his/her amount of eligibility (Federal College Work Study is need based aid).

**Overaward** - This means that a student has been awarded aid above his financial aid need. The Department of Student Financial Assistance must review such overawards and determine if any adjustment to the student's financial aid package is necessary.

**Overearned** - If a student earns more than his/her approved level of earnings for an award period, he/she has overearned. If the student overearned above the tolerance

level, this could be written up in an audit and could impose a liability to the university.

**Pell Eligible** - This means that a student not only demonstrates a financial need, but he/she is also eligible to receive a federal pell grant. A pell grant is money that is awarded to a student for an award period that does not have to be repaid.

**Perkins Loan** - The perkins loan is a need based loan that is awarded to students with a low expected family contribution. Students that have majors that meet the criteria defined for the perkins loan may qualify to be exempt from repayment contingent upon certain conditions being met.

**Residual Check** - This is a check that a student receives when receiving grants, scholarships, or loans. The aid received is subtracted from any amount owed to the university for tuition and housing and any remaining amount left over is issued to the student in a residual check.

**Student Aid Report (SAR)** - This is a report that the student receives from the processing center once the student's financial aid application has been processed. If there are any corrections that need to be done at that point, it is indicated on the student aid report. Also, if the student has been chosen for verification, it is also indicated on the student aid report.

**Subsidized Loan** - This is a need-based federal direct student loan. Interest on this loan is subsidized by the federal government until six months after the student graduates or ceases enrollment. This means interest will not begin accumulating on the loan until that time.

**Unmet Need** - This is the amount of need that is remaining after the student's financial aid has been packaged.

**Unsubsidized Loan** - This is a non-need based federal direct student loan. Interest begins to accumulate on this type of loan at the time the loan is originated. Payment on these types of loans is usually six months after the student graduates or after enrollment has ceased.

**Verification** - This is a process where additional documentation is needed to verify that the information submitted on the financial aid form is correct. If the student is a dependent student, he/she must complete a Verification Worksheet and provide a copy of his/her federal tax return as well as the parents' federal tax return. If the student is an independent student, he/she must complete a Verification Worksheet and provide a copy of his/her federal tax return. A student cannot be awarded financial aid until the verification process is complete.



Student Financial Assistance  
Student Employment  
Phone: (270) 745-2755