



Student Employment at SUNY Canton

Financial Aid

Eligibility For Federal Work Study

- ▶ Federal Work Study is a federally funded financial aid program. Students who work under this program will receive a paycheck that can be used to assist with their educational expenses. In addition, this program provides students with valuable job experience.
- ▶ The Federal Work-Study program at SUNY Canton follows the guidelines set forth by the Federal Department of Education. Eligibility is based on financial need as determined by the FAFSA (Free Application for Federal Student Aid) and funds availability.

How do I request Work Study Students?

- ▶ You need to submit an allocation request to Financial Aid by the posted deadline. Complete and submit the **Federal Work Study (FWS) Allocation Request Form** at http://www.canton.edu/fin_aid/workstudy.html
- ▶ You need to post your position(s) in Jobs4Roos. If you have questions, please contact The Ready Center.
- ▶ You must complete the Supervisor's training (this training) and submit the statement of understanding to Vicky Ashley in Financial Aid. You can mail the form back to her at the One Hop Shop or you can scan/email the form to her at ashleyv@canton.edu.

How do I know how much my allocation is?

- ▶ You will receive an email from Vicky Ashley in Financial Aid once allocations have been determined showing your account number and total allocation.
- ▶ You need to make sure you use the work study account number when completing the employment paperwork with your student so funds are taken from the appropriate account. The account number does not change from year to year.

Requirements to be considered for Federal Work Study positions.

- ▶ Students must complete the FAFSA after October 1st but before March 15th prior to the start of the academic year and indicate on the FAFSA that they want to be considered for Federal Work Study.
- ▶ Must be enrolled at least half-time as a degree student at SUNY Canton.
- ▶ Must be either a U.S. citizen or eligible non-citizen.
- ▶ Must be making satisfactory academic progress in a degree program.
- ▶ Must demonstrate financial need (as determined by the FAFSA).

How do students get notified of their award and employment packets?

- ▶ Students will be offered Federal College Work Study as part of their financial aid award package. They must accept the award within 30 days of the offer or it may be cancelled.
- ▶ Students will receive an email and letter from the Financial Aid Office in mid-July or early August with instructions on where to pick up their employment packet and the types of documentation they need to have with them to complete their employment paperwork.
- ▶ Students will pick up their employment packets from The Ready Center in the Campus Center at the start of the semester. The student must have a processed semester bill before their packet will be available for pick up.

How much is the award?

- ▶ The maximum award for the 2018-2019 academic year will be \$2,000.00. This means \$1,000.00 for the Fall 2018 semester and \$1,000.00 for the Spring 2019 semester.
- ▶ This breaks down to approximately 6 hours per week based on the current minimum wage of \$10.40 per hour. If you pay your student more than the minimum wage per hour, they will have less hours to work.
- ▶ Students will NOT receive a higher award because you decide to pay them more than the minimum wage.

Summer Work Study

- ▶ The maximum award for the Summer session is \$2,000.00.
- ▶ Students do NOT have to be enrolled in classes to apply for Summer work study.
- ▶ Students must complete a separate Summer financial aid application to be reviewed for eligibility.
- ▶ Work study funds not earned over the Summer DO NOT roll to the academic year.
- ▶ Students will receive their Summer employment information directly from the Financial Aid Office. If they also have academic year work study, they will receive their academic year employment packet from The Ready Center.

How many hours can a student work?

▶ DURING THE ACADEMIC YEAR:

- ▶ Work Study - maximum of 20 hours per week
- ▶ Student Assistant - maximum of 29 hours per week
- ▶ Student Assistant - maximum of 20 hours per week (**international students**)

▶ DURING THE SUMMER SESSION:

- ▶ Work Study - if taking classes - maximum of 20 hours per week
- ▶ Work Study - if NOT taking classes - maximum of 40 hours per week
- ▶ Student Assistant - maximum of 29 hours per week (regardless of classes)
- ▶ Student Assistant - maximum of 20 hours per week (**international students**)

Federal College Work Study General Rule of Thumb. (Q & A)

- ▶ Q: My student was awarded an amount for the academic year but will only be here for the Fall semester. Can they earn the full year amount in the Fall?
- ▶ A: No - they are only eligible for the Fall semester amount and they should notify the Financial Aid Office so their award package can be adjusted.

- ▶ Q: My student will be doing their internship in the Spring semester and not on campus. Can they earn their full year award during the Fall semester?
- ▶ A: No - they are only eligible for the Fall semester amount. However, we can check to see if they have additional eligibility to increase their Fall semester award. You can email Vicky Ashley at ashleyv@canton.edu to review their award package.

Q & A (con't.)

- ▶ Q: I have a student worker that has decided their schedule will not allow them to work during the Fall semester. Can I hold their appointment card for the Spring semester?
- ▶ A: No - awards are cancelled if the student has not earned hours during the Fall semester. Have the student contact Vicky Ashley at ashleyv@canton.edu to request the Spring portion of their award be held.
- ▶ Q: If a student decides not to work for the Fall semester and save their award for the Spring, can they earn the full year amount in the Spring semester?
- ▶ A: No - awards are cancelled if the student has not earned hours during the Fall semester. Have the student contact Vicky Ashley at ashleyv@canton.edu to request the Spring portion of their award be held.

Q & A (con't.)

- ▶ Q: My student has not earned all of their Fall hours and wants to work over Christmas break - can they?
- ▶ A: Yes - they can work and earn up to the amount of the Fall award through the Christmas break.

- ▶ Q: My student has earned most of their Fall award and there are still weeks left of the semester. Can I use Spring funds?
- ▶ A: No - Spring funds are not available until the 1st day of Spring classes. To avoid this, divide their Fall semester award by their rate of pay to determine how many hours they have available and plan accordingly.

Q & A (con't.)

- ▶ Q: My student worked over their award, what happens?
- ▶ A: The student must stop working immediately. Payroll notifies Supervisors when their student awards are getting low so this should not happen. You should also be keeping track each time you submit timesheets to know what your student(s) have earned. You can email Vicky Ashley at ashleyv@canton.edu with the student's full name and the amount they have went over their award. If funds are available and the student has room in their award package, we may be able to increase their award to cover that amount. There is NO GUARANTEE this will happen.
- ▶ If not, you will need to request funds from your department to cover the balance the student worked over.

Q & A (con't.)

- ▶ Q: My student worked for the Fall semester but did not earn all of their Fall award, will they lose the amount not earned?
- ▶ A: No - any amount left after the Fall semester will be added to their Spring semester amount. They can then earn it all in the Spring semester if time allows.
- ▶ Q: My student did not earn all of their award for the year. Do they receive a check for the remaining award at the end of the year?
- ▶ A: No - any funds not earned by the end of the Spring semester are cancelled.

Q & A (con't)

- ▶ Q: My returning student is on the waiting list for work study. Can they start working and submit their hours worked once they receive an award amount?
- ▶ A: No - students cannot work unless they have an award in place. There is no guarantee that they will receive an award from the waiting list. If you want them to work, you will have to pay them from your department funds.

- ▶ Q: My returning student was not awarded work study. Can they be given priority on the waiting list?
- ▶ A: No - students are awarded from the waiting list based on the date they filed their FAFSA. I can put your name beside them on the list but there is no guarantee they will be awarded. Email Vicky Ashley at ashleyv@canton.edu with the students name so she can note the waiting list.

Q & A (con't.)

- ▶ Q: How can I ensure my student will be awarded work study next year?
- ▶ A: There is no guarantee that they will receive an award every year. The best chance would be if they filed their FAFSA as soon as the October 1st opening of the FAFSA application and they complete all requested information.

- ▶ Q: I have a student that wants to work but was not awarded - what should I do?
- ▶ A: You can email Vicky Ashley at ashleyv@canton.edu with the student's name and SUNY Canton ID#. The student will be added to the waiting list with your name beside it to review once we know if additional funds are available.

Q & A (con't.)

- ▶ Q: I have a student that says they were awarded but does not have their employment packet/appointment card. Can I hire them and wait for them to get another card?
- ▶ A: No - if the student does not have their appointment card, you cannot hire them. The student can email Vicky Ashley at ashleyv@canton.edu to request another packet if they misplaced their original one. (There will be a delay at the start of the semester due to our office being very busy).
- ▶ Q: I have a student with an appointment card that is expired. Can I still hire them?
- ▶ A: No - email Vicky Ashley at ashleyv@canton.edu to verify if their award is still valid. If so, she will confirm with you that it is ok to hire the student and will also notify Payroll to accept the expired card.

Q & A (con't.)

- ▶ Q: I have a student that was awarded work study but has decided not to work. Can I transfer their funds to another student?
- ▶ A: No - students are awarded a specific amount based on their overall financial aid package and eligibility. We over award students initially so those funds cannot transfer from one student to another.
- ▶ Q: I don't have enough work for my student to earn all of their award. Can I share them with another department?
- ▶ A: Possibly. There can only be one supervisor per student so if they are working for another department, they must still submit their hours with you. Make sure that between the two departments they are not working over their allotted award.

Q & A (con't.)

- ▶ Q: I forgot to submit my request for an allocation by the deadline. Can I still request funds?
- ▶ A: Yes. A reminder will be sent to the full campus and specifically to current supervisors that do not submit a request by the deadline. If you do not complete the allocation then, there is no guarantee you will receive an allocation for the new year. Can be reviewed after the Fall semester.
- ▶ Q: I have hired all the students I posted positions for and I have other students that want to work for me. Can I request an increase in my allocation?
- ▶ A: No - We fully allocate what we have for funds based on the total requests received. We will determine after the Fall semester if there are unspent funds that can be used to increase allocations.

What if I have additional questions?

- ▶ If you have questions or concerns, please contact

Vicky Ashley
Financial Aid Office
One Hop Shop
ashleyv@canton.edu