

# Luther College Work Study Q & A

## ***What is the value of work study and why should I participate?***

- Acquire new skills
- Strengthen your resume
- Make new friends and build relationships
- Reduce the amount of your bill

## ***How do I become eligible for work study?***

- As a full-time Luther student, you will have the opportunity to participate in work study, assuming you are eligible to work in the U.S.
- Financial need determines how many hours per week you are eligible to work.

## ***If I receive a work study award, am I required to participate in the program?***

- Work study is available to every student enrolled at Luther College; however, you are not obligated to participate in the work study program.
- The maximum amount of money you can earn is listed on your financial aid award letter.

## ***How many hours can I work?***

- The number of hours per week you can work is based on financial need.
- Award amounts range from 6 to 10 hours of work per week.

## ***How do I get paid from work study?***

- Tuition Payment – The Office for Financial Services requires you to complete a Work Credit Plan form each semester. A maximum of 90% of your earnings can be applied toward the cost of your tuition.
- Direct Deposit – You will need to complete a Direct Deposit form that authorizes Luther College to deposit funds directly into your checking or savings account.
- Paper Check – Paper checks can be requested and be picked up at the window of the Financial Services Office on weekdays from 9 AM – 4 PM.

## ***How often do I get paid?***

- Pay periods run from the 1<sup>st</sup> day of the month until the last day of the month.
- Payments are processed and ready by the 14<sup>th</sup> of the following month.

## ***Do I get to choose where I work?***

- The Student Employment Office assigns work study positions to new students.
- New students are asked to complete the First-Year Work Study Application. The Student Employment Office uses this application to assign you to a position that best suits your skillset.
- You will be notified of your job placement and given the name of your supervisor at registration.
- Students are not required to stay in assigned positions. While the Student Employment Office will not assign a new position to you, office personnel will assist you in your search for a different position.

***Will my work schedule interfere with classes, sports, music, or other activities?***

- You are responsible for providing work supervisors with your academic and co-curricular schedules.
- Supervisors will help you work around your academic schedule.
- Any co-curricular commitments should be discussed with your supervisor, so work hours won't interfere with your other obligations.

***If I prefer not to work during the fall semester, could I begin working spring semester?***

- You may opt to postpone work study until the spring semester.
- If you decide to wait to begin work, the Student Employment Office should be notified of your intentions.

***Where are some of the places I could be assigned work?***

- Most first-year students are assigned to Dining Services or Custodial.
- Other departments that commonly hire new students include:
  - Grounds Maintenance
  - Visual Media
  - Intercollegiate Athletics
  - Web content

***Can I work more than one job on campus?***

- Working in more than one position on campus is allowed. You will be responsible for keeping track of your weekly hours to insure that your earnings stay within your allotted award.