

## FULL-TIME SUMMER STATE WORK-STUDY EMPLOYMENT

### Information Sheet

Full-time Summer State Work-Study is a program that provides eligible students with the opportunity to work in an academically related field and save money for the next academic year. You are expected to use 60% of your earnings for summer living expenses 40% of Summer State Work Study earnings will be counted as a resource for the next academic year when determining financial aid eligibility.

To qualify, applicants must:

- Have applied for financial aid for the upcoming academic year by the priority filing date.
- Have financial need - as calculated by the Financial Aid Staff.
- Have made satisfactory academic progress for the current year. This means that all credits for each quarter must be officially posted. (Incomplete hours do not meet our satisfactory academic progress policy).

**NOTE:** If your credits are not posted as of the date of the Summer Work Study Application deadline, then you may turn in a signed and dated credit verification form from your faculty or the program secretary verifying the number of credit hours you have successfully completed for each term.

- Be a continuing Evergreen student. This means that summer is not your first quarter at Evergreen, nor will you graduate at the end of summer.
- Work full-time at your summer Work-Study job. Generally that means that you should be available at least 30 hours per week (or the number it will take to earn your award) to potential employers.
- Not take classes that will interfere with your work schedule. **NOTE:** You may enroll for a maximum of 4 undergraduate credits or 2 graduate credits for the entire summer (1<sup>st</sup> and 2<sup>nd</sup> summer sessions combined).
- Not receive any other forms of financial aid while participating in the summer work-study program.
- Complete the Summer Work Study application form available from the Financial Aid or Student Employment Office, and turn it in by the deadline.
- Not work in an institutional student or temporary non-student on-campus position while concurrently working as a full-time Summer Work-Study student.
  - ➔ Every request will be reviewed and Financial Aid will make every attempt to honor your request. If we receive more applicants than we have funds for, eligible recipients will be chosen through a random number process.
  - ➔ All students will be notified by email if they received an award.
  - ➔ If you are awarded Summer Work Study, it is your responsibility to secure a work study job.
  - ➔ Summer State Work-Study recipients may work from June 16 through September 15, 2009.

**Available positions on- and off-campus may be found by choosing the Community Opportunities Database (CODA) at “my evergreen” - (<http://www.my.evergreen.edu>). On the CODA search page, choose Position Type *Work Study*.**