

## Work-Study Award Terms –

Work-Study Employment is an opportunity to gain valuable work experience as well as a practical means to contribute to the costs of your education. Accepting your work-study award does not guarantee employment. You must still qualify, apply, and interview for an open position, and work-study will be paid to you as you earn it. Your wages are covered 70% by the work-study fund and 30% by the employer. To accept your work-study award and have the option to print or email your award for/to an employer, you must first read and accept the following terms:

- Work-Study employment is a part-time job on or off-campus and earnings will be paid every other week by direct deposit to your Savings or Checking account as they are earned
- Earnings can be used to help pay for college expenses (i.e., books/supplies, personal/miscellaneous)
- You are not paid to study; rather, you are compensated at an hourly rate which is commensurate with your duties and responsibilities
- You may be employed in only one work-study job at a time
- An undergraduate work-study employee must be enrolled in a degree-seeking program and registered for a minimum of 6 credits
- Work-Study jobs may be found on the Student Job Listing in RAMweb and finding a job within the first month of the semester is highly recommended
- You may also set up a subscription to JobMail in the Student Job Listings, which will notify you by email when jobs of interest to you are posted
- Off-campus work-study positions are available, but are limited to approved Federal, State, and Local government agencies, local non-profit community organizations, and elementary schools
- Work-study awards may change if eligibility for financial aid changes, or if scholarships/grants are received subsequent to work-study being awarded
- It is your responsibility to notify your employer if your work-study award changes
- Students may not earn more than 50% of their work-study award in the fall term. The remaining 50% (plus any remaining amount from the fall term) can be earned during the spring term
- Work-study employees may work over winter break, if any fall work-study remains from a fall/spring work-study award
- Work-study funds cannot be used to pay overtime. Overtime is calculated based on hours combined from all paying CSU jobs
- Employers have the option to pay wages beyond the work-study award, but this arrangement is entirely up to individual employer discretion
- Working during class times is prohibited
- All work-study students are subject to the Student Financial Services Satisfactory Academic Progress Policy
- All student employment at Colorado State University is considered "At Will." At Will employment is subject to termination by either employer or employee at any time with or without cause
- If you have applied for several jobs, but have not had success locating a work-study position, Student Employment can help. You may contact us at, [StudentEmployment@colostate.edu](mailto:StudentEmployment@colostate.edu), or call us at 970-491-5714.