

# Frequently asked questions: (for faculty and staff)

## **What are the requirements for academic scholarships for continuing students?**

Students must be enrolled full-time and must have completed 24 semester hours at NWOSU in the past academic year. A cumulative GPA of at least 3.5 is required for academic awards. Students must make application by March 15<sup>th</sup> of each year.

## **Can advising a student to drop a class have an adverse effect on the student's financial aid?**

Each school must develop a Satisfactory Academic Progress Policy and students must make quantitative progress as well as qualitative progress. This means that generally they must complete 70% of the classes they enroll in and they must maintain at least a 2.0 cumulative GPA. They also must complete their first bachelor's degree by the time they have attempted 186 hours. Please see the policy at

<http://www.nwosu.edu/Websites/NWOSU/Files/Content/347711/sapp.pdf> for more details.

## **Which students can work?**

Students seeking to work on campus must be enrolled at least half time, be at least 18 years of age and have been awarded and accepted either federal work study or E & G work. They must also provide the Payroll Office with the following:

- Form W-4,
- State of Oklahoma Loyalty Oath
- Form I-9,
- Two I.D.'s:
  - Valid driver's license to prove identity,
  - Social Security card to prove eligibility to work in the U.S.

Students MUST process a work agreement before beginning work assignments.

The Career Services Office is available to assist supervisors hiring workers as well as to help students seeking campus jobs.

## **How do I know if I can employ student workers?**

Each department on campus is issued a set dollar amount of FWS and/or E&G funds for the fiscal year (July 1 through June 30). Each supervisor is responsible for monitoring not only the student's dollar eligibility but also the department budget amount. Minimum wage is currently \$7.25 per hour.

### **How many hours per week can students work?**

Student workers are allowed to work a maximum of 15 hours per week. If a student works for more than one department/supervisor, the total hours must not be exceeded.

### **When can a student worker begin work?**

If students have been awarded financial aid and have accepted federal work study, they can begin working the day regular classes begin. PLEASE SEE THAT EACH STUDENT PROCESSES A WORK AGREEMENT PRIOR TO BEGINNING WORK. The work agreement specifies the dates a student can work. Please keep a copy and refer to that copy for beginning and ending dates. If students have not worked on campus before they will also be required to complete some paperwork in the payroll office.

### **What if the student I plan to hire does not have or plan to apply for financial aid?**

In this case you must have E & G funds to pay the student. Students that do not qualify for federal work study or those who do not plan to apply for financial aid, can be awarded E & G work at any time. This involves institutional funds and strict adherence to your budgeted amount is required.

### **What if I have only federal work study funds and the student I want to work has not been awarded financial aid?**

Please understand that if a student fails to process financial aid paperwork in a timely fashion, we cannot allow that student to begin working using federal work study funds until we have had time to process that student's financial aid. We strictly adhere to our policy of processing student financial aid on a first-come first-serve basis.

### **What if I need a student to work during interim periods?**

Students can work between enrollment periods if the student is enrolled at least half time for the next enrollment period. As the supervisor, you will need to inform the financial aid office of your request and send the student for an interim work agreement prior to the beginning of interim work.

### **Can students lose their federal work study?**

Like all financial aid, federal work study is subject to the student's making satisfactory academic progress. Please see the policy at

<http://www.nwosu.edu/Websites/NWOSU/Files/Content/347711/sapp.pdf> .

If a student is worked while aid is suspended, the student must be paid from funds other than federal work study. Please note appeal procedures.

### **How do student workers get paid for working?**

Time sheets must be filled out and approved by the supervisor. These must be submitted each month before the deadlines listed on the part-time employee payday time schedule posted on the payroll website at: <http://ranger3.nwosu.edu/Payroll/Schedule.html> .

**Why do some students not qualify for work study even after they have filed for financial aid?**

The way that federal work study eligibility is determined is based on financial need as determined by the information they used for themselves and their parents on the financial aid application. If they are determined to have need after other gift aid is applied to their cost of attendance, they can be awarded federal work study to fulfill that need. Often students will ask for loans before work and loans are used to fulfill that need. We can award any student (meeting the general qualifications listed above) E & G work.