College Work Study Regulations

1. A cap on the maximum a student may earn during the fiscal year is $2000.

2. The actual hourly rate is $10 per hour.

3. All CWS is monitored through the Office of Student Services with the support of the Financial Aid Office.

4. Each department Must prepare a “needs” request which includes the hours per week and the duration of the job.

5. The maximum number of hours that a student may work/week should not exceed 15.

6. All supervisors of CWS students must receive approval from the Dean of Student Services.

7. Supervisors must closely monitor work performed in their area.

8. Sophomores and Juniors will receive priority in regards to CWS.

9. For every 1 hour lecture you are allowed 2 hours of note taking. Notes must be submitted with time sheet.

10. Time Sheet must be submitted no later than two weeks after you have completed your work week.