

# Work-Study Information for Students

## On-Campus Work-Study

On-campus Work-Study employment is paid by a combination of Federal Work-Study or Institutional dollars (currently 75%) and matching department funds (currently 25%).

To receive any financial aid funds, including Work-Study, the student must be enrolled at Pacific as a regular degree-seeking student at least half time,\* apply for financial aid (i.e., filing the FAFSA) and demonstrate “financial need.”\*\*

As a condition of using Work-Study, federal regulations stipulate that a student can earn only as much Work-Study as she/he has been awarded for the academic year.

*\* Half time is six units per semester for undergraduate, professional Pharm D., and teaching credential students. For master’s and doctoral students (except PT and Speech-Language Pathology), four units per semester is half time.*

*\*\*In order to utilize Work-Study the student’s financial aid file must be complete. For example, if the Financial Aid Office has requested copies of the family’s tax returns, we must have received the tax returns, reviewed them, and made any necessary adjustments to the student’s financial aid award.*

### Work-Study is available to students:

Enrollment Period	First Day Eligible to Work	Last Day Eligible to Work
Fall only	August 16, 2019	December 13, 2019
Fall/Spring	August 16, 2019	May 6, 2020
Spring only	January 6, 2020	May 6, 2020
Trimester students (Pharm D & DPT)	August 16, 2019	June 30, 2020

## Important Notes

Students and supervisors are responsible for monitoring earnings to ensure that Work-Study eligibility is not exceeded to comply with federal regulations.

- Students may not work during times scheduled to be in class.
- Students may only work a maximum of 20 hours a week within one job or across multiple jobs.
- Notify Financial Aid Office when making changes or adjustments (terminations, position stop, etc.) with Human Resources and/or Payroll as changes must be manually adjusted to show accurately on WS Report.
- Keep an open communication with your supervisors regarding academic plans and the adjustment of your Work-study allotment so they can ensure ample coverage.
- Each academic year, you must come to the Office of Financial Aid to obtain a new Verification Card.
- If you will no longer be working in a position, ask your supervisor to submit a Termination EPAF so your total remaining balance from that position may be re-allocated to an active position.



## Processing Work Authorizations

Each year, students must come to the Financial Aid Office to pick up a new Work-Study Verification Card to ensure they are still eligible. Once the student’s financial aid file is complete and WS eligibility is established, a Verification Card will be issued. The student can retain the card and make a copy to submit to the hiring department.

Work-study is only valid on or after the Financial Aid “Approved by” date on the Verification Form. Students can not start working before the Financial Aid approved date.

## Change in WS Award/Additional WS Job

If there is a need for revision to the Work-Study award (i.e., add a job or reallocate funds) the student must contact the Financial Aid Office. After making the revision, the Financial Aid Office will send a notification to the employing department.

### PLEASE NOTE:

If there are multiple jobs, be sure to coordinate changes with all supervisors to ensure the allotted amount is not exceeded for each department.

For any questions and concerns, please contact:

Financial Aid Office  
Knoles Hall, First Floor  
3601 Pacific Avenue  
Stockton, CA 95211  
Phone: 209.946.2421  
Fax: 209.946.2758  
E-mail: [financialaid@pacific.edu](mailto:financialaid@pacific.edu)