

Student Employment – Federal Work-Study

Periods of Nonattendance Policy

Effective 2014-2015

A Federal Work-Study (FWS) student may be eligible to work during a period of nonattendance in school.

A period of nonattendance is the break between semesters/terms or an entire semester/term. Breaks within the semester such as a spring break or a Thanksgiving break are not considered periods of nonattendance.

Eligible Employment during Periods of Nonattendance

- The period of nonattendance between the summer and fall semester is an eligible period to work. **All other periods between semesters are ineligible.** A student is not permitted to work during an ineligible period. Supervisors are responsible for ensuring that a student does not work during an ineligible period. Failure to enforce this will result in the student and supervisor receiving a written warning regarding noncompliance with the policy. Any subsequent finding of a student working during an ineligible period of nonattendance will result in the termination of the student and the elimination of the position from the department.

Please note: The exception to the above policy is for students employed in a community service job which meets the community service requirement under the FWS regulations, such as, but not limited to, the America Reads, America Counts, Museum of Arts, and Main Campus Alvin Sherman Library positions.

- A student is eligible to work during a semester/term of nonattendance if the student is taking a vacation from classes. A student may be eligible to work up to 37.5 hours a week during this period of nonattendance. To qualify to work during a semester/term of nonattendance, the student must have been continuously enrolled for two semesters, or three terms if

enrolled in a four term program, and intends to enroll for the subsequent semester/term. The student must also demonstrate financial need for the subsequent semester/term. Approval by the Office of Student Employment is required before a student may work during a period of nonattendance.

Earnings during Periods of Nonattendance

In conformance with federal regulations, the net FWS earnings (minus taxes and job-related costs) during an eligible period of nonattendance will be applied as a resource for the next period of enrollment. This may affect the student's financial aid eligibility for the next semester/term or award year.

Student Employee Agreement and Intent to Re-enroll Form

A student who works during an eligible period of nonattendance must complete the *Student Employee Agreement and Intent to Re-enroll Form*. This is required in order to demonstrate that a student was eligible for employment during a period of nonattendance.