Work Study Information for 2012-2013

(Please read this information carefully as our process has changed)

Dear Student:

Your financial aid for the coming academic year includes an opportunity to earn money from one of the Work Study programs. This program provides jobs on the College campus from which you can earn an hourly wage of \$7.25, New York State's minimum wage.

To help you find information about on-campus employers and completing the required paperwork, the Office of Financial Aid is providing you with on-line access through the College's eCareerCenter web site, www.strose.edu/careercenter. The job positions will no longer be available on the Financial Aid section of the Saint Rose website. As was expected in previous years, you are to complete your tax forms **prior** to the start of the semester. www.strose.edu/careercenter.

By following the enclosed instructions, students may seek employment from participating offices. The Work Study Authorization Center will be held from August 27th through August 31st from 9am to 4pm in Saint Joseph Hall, 3rd floor (signs will be posted). At the Work Study Authorization Center, we will be collecting your completed Federal Work Study packet. This includes the forms on the BACK of this letter. Please note: students will only be provided with the enclosed authorization form and will not be provided with any tax forms. All students must bring completed forms with them. We are unable to accept faxed copies.

The Office of Financial Aid will not be assigning you to a job. Instead, we are providing you with information about who is hiring and who you may contact regarding a position. It is then up to you to interview for the job you would like. You must complete, sign and return ALL forms to the Work Study Authorization Center prior to working any hours. If we do not receive your completed forms by Friday, September 28th, we will assume that you are not interested. We will then cancel your Work Study award.

The Authorization Process on the reverse side of this page provides step-by step directions for you to follow in seeking your job. As always, you may contact us at (518) 458-5464 if you have questions.

PLEASE NOTE: YOU MAY BE IN ONE OF TWO SITUATIONS THAT MAKE YOU INELIGIBLE FOR YOUR WORK STUDY AND OTHER AID!

- It may be that we have asked you for additional information before we can complete your financial aid awards, and you have not yet provided it. If so, you cannot begin work, and no other financial aid can be finalized for you. *Check your secure area on the College's website.*
- It may be that you have one or more "incomplete" grades from a previous semester. Incomplete grades constitute Unsatisfactory Academic Progress and render you ineligible for financial aid, including Work Study. You must convert incompletes to letter grades before aid can be processed for you.