

Federal Work Study Student Policy and Procedures

June 4th, 2026

SCU SOUTHERN CALIFORNIA UNIVERSITY OF HEALTH SCIENCES

Federal/Campus Work Study Policies and Procedures

Introduction

As a campus/federal work-study employee at Southern California University of Health Sciences, you fill a vital function for the University. Student employees provide a broad range of student services and office support while reducing their student debt load through productive employment. This manual has been prepared to familiarize students with the policies and regulations of the Work-Study program at SCU.

Federal/Campus Work Study Program

The purpose of the Federal/Campus Work Study Program (FWS/CWS) is to provide students with the opportunity for employment, as well as to allow them to earn funds that they might otherwise have to borrow toward their education.

When hired, supervisors will keep in mind to be as flexible as possible, especially when scheduling during midterm and finals exams. However, students are still expected to adhere to the appropriate guidelines for performing the duties of the positions, as well as to agree to predetermined hours based on the department's needs. These guidelines will be described and stated in the job description before you apply. If any significant changes need to be made to the job itself, students will be notified, and an updated job description will also be required of the department to complete.

Differences between the Federal & Campus Work Study Programs

Federal Work Study - eligibility is determined through the FAFSA application

Campus work study - prioritized for International Students, DACA, and students who are not eligible to participate in federal aid programs

The Federal Work-Study program is subsidized by the federal government and subject to federal regulations. Students with financial need as determined by their Free Application for Federal Student Aid (FAFSA) and who meet the requirements of SCU's Satisfactory Academic program are eligible to participate in the Federal Work Study. Students must provide appropriate documents to the Office of Financial Aid to confirm their eligibility.

The Campus Work-Study program, while adhering to many of the same regulations as the Federal Work-Study program, is funded by SCU. CWS positions are prioritized for students who are not eligible for FWS, such as International and DACA students.

Under these programs, student positions can vary from tutors, student coaches, Welcome Center ambassadors, campus store associates, just to name a few. The position must primarily serve students.

Cost of Attendance

Applies to Federal Work Study Students

Students seeking financial aid assistance while enrolled at SCU are assigned a Cost of Attendance (COA). The COA consists of direct costs (tuition and program fees) and indirect costs (estimated living expenses, including books and transportation as determined by SCU). The COA represents the limit of how much a student can receive in aid, regardless of the source, per academic year.

Part of the Work-study approval process involves determining if a student has enough financial need in their COA. If a student has a COA of \$74,000 and the student receives the following:

- \$1,000 in scholarship funds
- \$30,750 in Direct Unsubsidized Loans
- \$30,000 in Direct Graduate PLUS loans

Their remaining financial need will be \$12,250. This means a work-study student is allowed to earn up to \$12,250 in an academic year (\$4,083/term). The COA is included in the award letter.

Allocation for Federal/Campus Work-Study Students

Before a student worker is given clearance to start working, the Office of Financial Aid allocates federal/campus funds in their award package. These funds determine the total number of hours they can work during the given term. Students are awarded based on their remaining eligibility, the pay of the position, and the hours requested by the supervisor. Biweekly monitoring occurs after each pay period to ensure students are not working over their hours, as well as to monitor and warn them as they near their total allocation. An email will be sent out to the student and the supervisor to let them know when the student is approaching their total allocation. Once the student has reached the total allocation, the Office of Financial Aid will email the student to immediately stop working.

In addition, students are limited to working up to 20 hours a week while school is in session. Students are not eligible to continue their Work-Study position once they have completed their program of study (graduated), withdrawn, or taken a leave of absence (LOA).

Please note that keeping track of your allocation is your responsibility, and you must know exactly how much you have been awarded and how much you have received up-to-date.

Steps for applying for a Work-Study position

Review the job listing on mySCU, and choose the position that best matches your interests and needs, then proceed with the following steps:

1. Send a resume and reach out to the hiring supervisor for an interview.
2. If selected by the hiring supervisor, the Office of Financial Aid will determine if you are eligible to participate in either the Federal/Campus Work-Study Program.
3. Once cleared by the supervisor and the Office of Financial Aid, an email with instructions and hiring paperwork will be sent to you and the supervisor to complete.
4. People & Culture (Human Resources) will individually reach out to you in order to complete the final hiring documentation.
5. A final approval email will be sent out to you and your supervisor confirming that you are able to start working.

Please note: Under no circumstances may a student work who has not completed the hiring paperwork forms.

Unauthorized Practices

- There is no provision for overtime pay under the FWS/CWS Program; therefore, students cannot work more than 20 hours per week or 8 hours a day without breaks and a paid lunch.
- Students are not eligible to continue their Work-Study position once they have completed their program of study (graduated), withdrawn, or taken a leave of absence (LOA).
- Working during scheduled class time is prohibited
- Working continuously for 7 days
- Falsifying timesheet

Renewal of Student Eligibility (July 1 - June 30)

In order to participate in the Federal/Campus Work Study program, students using Federal Work Study funds must file appropriate documentation for the award year, which begins on July 1 and ends on June 30. Students must complete the applicable Free Application for Federal Student Aid along with the following renewal documentation:

- Student Employment Request Form

- Student Employee Code of Conduct
- Renewal of upcoming FAFSA application

All renewal documentation will be emailed to students prior to July 1st of each year.

Working During Breaks

If supervisors require students to continue work over break, students must follow up with the Office of Financial Aid to ensure there is enough allocation. Minimal or no financial allocation can result in overpayment of the Cost of Attendance, which can result in a balance owed to the student.

Student workers can continue to work during student breaks. These are the listed breaks for the academic year:

- Fall Break
- Spring Break
- Summer Break

Work hours and regulations are to stay the same: a maximum of 20 hours per week, no overtime, and paid lunches for any individual planning on working more than 6 hours per day.

Timesheet Violation

Student timesheets are checked by the Office of Financial Aid each pay period to ensure that hours worked are correctly reported and that no student works more than 8 hours a day or 40 hours during the academic year. They are also checked to verify that students working more than 6 hours take a 30-minute unpaid break. This break must be documented on the timesheet. If it is not, an adjustment will be made for you.

Students violating the regulations will be notified in writing of the violation. The supervisor will also receive a copy of the notification. If a second violation occurs, the student will be suspended from the Work-study program for 2 weeks. Supervisors may not replace students during that two-week period. If a student continues to violate the regulations, they will be terminated from their position and the work-study program for the remainder of the academic year.

Unsatisfactory Performance

When a student performs their job in an unsatisfactory manner, the supervisor will need to meet with the student individually and set goals for future performance. If the student does not meet these goals and continues to perform the job unsatisfactorily, the supervisor may terminate the student.

A supervisor may not terminate a student for failing to meet requirements established after the student was hired. For example, if a student was hired with the understanding that their hours

would be flexible, but the department determines that they need the student to work a fixed schedule, the student may not be terminated.

Termination of Federal/Campus Work-Study Students

The Office of Financial Aid may terminate FWS/CWS students for the following reasons:

- No remaining FWS/CWS eligibility
- Current award year documentation is not on file
- Falsification of a Timesheet

In the above cases, the Office of Financial Aid will contact the department supervisor, forward a termination notice to the student, and forward a copy of the notice to the department supervisor. When a student regains eligibility, the Office of Financial Aid will indicate that they may resume working.

It is imperative that the student notify their supervisor as soon as they are no longer interested in working for the department. This enables the Office of Financial Aid to keep accurate records of the students working in the department and to determine if there are any vacancies.

Although supervisors are encouraged to be flexible when dealing with the student worker's schedule and scholastic obligations, this does not mean that a supervisor must continue to employ a student who frequently misses work without notifying the supervisor or fails to fulfill the requirements of their position.

Summary of Student Responsibilities

FWS/CWS students have the following responsibilities:

1. Ensure all hiring documents are up-to-date based on the academic year
2. Submit timesheets semi-weekly on time to avoid nonpayment.
3. Ensure students working more than 6 hours each day take a 30-minute unpaid break.
4. Ensure students work no more than 8 hours each day, 20 hours maximum each week during school, 40 hours per pay period during approved school breaks, 7 days continuously
5. Notify your supervisor if you wish to discontinue from the FWS/CWS program.

List of Documents Student Forms

1. Conditions of Work-Study Employment
2. Student Employee Code of Conduct
3. Student Employment Request Form
4. Work-Study Application Supervisor Forms
5. Conditions of Work-Study Employment
6. Student Employee Code of Conduct
7. Student Employment Request Form

Payroll Packet

- TriNet New Employee Personal Information Form
- Any additional documents requested on their behalf