Federal Work-Study/ Cabrini Work Grant
Policies and Procedures for Students

The following policies and procedures govern the Federal Work-Study (FWS) and Cabrini Work Grant (CWG) programs. Adherence to these policies and procedures is mandatory. Failure to comply may cause a student to be withdrawn from the programs with no guarantee of later reinstatement.

Job Assignment

Students who have not secured a job from the previous school year should attend the Job Fair held within the first week of the fall semester. Various departments will be on hand to interview and/or hire students at that time.

All necessary paperwork will be completed and turned in to the Financial Aid office **before** students begin working.

Students are expected to work jobs in the department they were hired for. Students cannot change jobs without authorization from the Financial Aid Office. Students must provide a valid excuse for a job change. Valid excuses must be in the nature of a physical impairment or otherwise substantial reason for not being able to do the job.

Rules of Employment

The Office of Financial Aid has the right to reject any job description from a hiring department that does not conform to the federal regulations or Cabrini College policy or practice of hiring.

FWS-CWG students cannot 1) displace regular college employee positions, 2) work for employers in a personal capacity, 3) be involved in the construction, operation, or maintenance of any part of a building used for religious worship or sectarian instruction, 4) be paid for positions that are not normally paid by the College.

Example: if the College does not normally pay student teachers, then a student cannot do FWS-CWG as a student teacher.

FWS-CWG students must have FWS and/or CWG awarded to them through the Financial Aid Office before they can work those funds. Voluntary work is not permitted. Students must be paid for all hours worked. Students cannot be paid for lunch. Students must perform their work. Students cannot “study” during work hours. Students must be enrolled at Cabrini to work. Students who withdraw or graduate cannot work beyond their last day of class.

Students cannot work more than one job unless given permission by the Financial Aid Office.

Method of Payment

Federal Work-Study: Hours worked should be recorded on FWS timesheets (available on-line and/or in the Financial Aid Office). Salaries will be paid by direct deposit to the student’s bank account once every two weeks. The first two pay periods you may receive a paycheck at the school (mailroom) while papers are being finalized with your bank.

Cabrini Work Grant: Funds are credited directly to the student’s tuition bill in $550 increments per semester. Students must work 6 hours a week for a total of 72 hours per semester, or they risk losing the following semester’s disbursement. (*Example: In the fall semester, a student earns 50 hours instead of 72. The student loses the $550 work grant credit for the following spring semester. The $550 will be reinstated after the student earns 144 hours.)*

Students with BOTH FWS and CWG are obligated to put in six weekly hours of Work Grant *before* they can be paid for any hours through the Work-Study program.

Pay scale for Federal Work-Study is as follows:

1st Year	$7.25
2nd Year	$7.75
3rd Year	$8.25
4th Year	$8.75

FWS students cannot earn more than their allocated award (typically $2,000 per year).

Any overtime (over 15 hours per week) will not be paid by FWS funding.
The hiring department will be charged 100% for any overtime.

FWS students cannot work before or after the start and end dates as indicated by Financial Aid.

Timesheets

There are separate timesheets for FWS and CWG.

Student must submit and have the supervisors approve the hours by Friday 5 p.m. per the College's payroll schedule. Timesheets submitted after the deadline for payroll run the risk of being charged 100% to department budgets. Please be sure to hand in timesheets according to the schedule.

INCOMPLETE time sheets will NOT BE PAID, and will be returned to the supervisor to be submitted the following week.

FWS timesheets reflecting hours worked beyond what the student has been awarded will be paid 100% by the hiring department. Supervisors must sign timesheets in order for payment to be made.

Termination

Students may be fired from their jobs if they abuse the privileges of their employment, or otherwise conduct themselves in a manner inconsistent with expected College behavior. A student who is fired from a FWS-CWG position will not be rehired through the FWS-CWG program without a review by the Financial Aid Office or other College departments as deemed appropriate.

Students may quit their FWS-CWG positions. Students are expected to provide notice of quitting in writing to their Hiring Department with at least two week's notice. Students who quit an FWS-CWG job are not guaranteed re-employment in another FWS-CWG position.

Students in their final year of study cannot work beyond their last day of class.

Students who intend to return to Cabrini College the following school year may work until June 30 of their current school year. However, they cannot work beyond June 30 without having been re-awarded and rehired for the new year.

Students who have subsequently been placed on Financial Aid Academic Probation will not have their Cabrini Work Grant renewed for the next academic year.

Questions about these Policies and Procedures

Contact Susan McCuen, Financial Aid Counselor, at 610-902-8422, or stop by the Financial Aid Office in Grace Hall.

Work Grant Log Sheet Schedule

(2012-2013)

Log sheets should be handed in the last day of each month. Try to follow this schedule as close as possible and keep track of your hours. Before handing them in, please keep the yellow copy of your log sheet for your records. Break weeks are not counted as work weeks, however, you can work any days that you are on campus during those break weeks if you are behind in hours. Update letters and e mails will be sent to you periodically during the year.

Month #	Log Sheet Due Date	Hours Completed to Date
	FALL SEMESTER	
1	September 28	24
2	October 29	48
	Thanksgiving Break: *November 21 – 25*	
3	November 30	66
4	December 07	72
	Last day of fall semester – *December 07*	
	SPRING SEMESTER	
5	January 31	84
6	February 28	108
	Spring Break: *March 3-10*	
	Easter Break –March 28- *April 1*	
7	March 29	120
8	April 30	144
	Last day of the spring semester: *May 6*	

NOTE: If you are behind in your hours you may work through finals.

Log Sheets not handed in by the due date may not be accepted to receive credit for hours worked.

Federal Work Study Time Sheet / Paycheck Schedule

2012-2013

Student must submit and have the supervisor approve the hours by Friday 5 pm per the payroll schedule

Due Date:	**Payment:**
9/07/12	9/14/12
9/21/12	9/28/12
10/05/12	10/12/12
10/19/12	10/26/12
11/02/12	11/09/12
11/16/12	11/23/12
11/3012	12/07/12
12/14/12	12/21/12

Any time sheet handed in after 12/14/12 will be paid January 4, 2013

Due Date:	**Payment**:
1/11/13	1/18/13
1/25/13	2/01/13
2/08/13	2/15/13
2/22/13	3/01/13
3/08/13	3/15/13
3/22/13	3/29/13
4/05/13	4/12/13
4/19/13	4/26/13
5/03/13	5/10/13
5/17/13	5/24/13

Total Hours cannot exceed 15 hours per week and/or 30 hours per timesheet.

If it so happens that timesheets do exceed the allotted 30 hours, departments will then be responsible for paying their student worker for any additional hours.