

Volume

3

FINANCIAL AID OFFICE

---

**Student Participating**

Federal Work-Study  
Program

FINANCIAL AID OFFICE

# Guide for Directors, Financial Aid Personnel and Supervisors

---

© Financial Aid Office

NUC Corporate

State Road #20, K 2.3

Guaynabo, PR 00966

☎: 787. 982-3000 ext. 1137 | Fax: 787-522-9008

---

Table of Contents

Introduction .....2

[Chapter 1](#)

Federal Work-Study Program.....3

Types of Employment .....3

    Work On Campus .....3

    Work Off Campus .....4

    America Reads .....5

Insurance Request for Work Outside the Institution .....5

Program Summary.....6

Compensation.....7

Conditions.....7

Student Eligibility Requirements .....9

General Functions .....10

Responsibilities of the Financial Aid Personnel .....10

Supervisor Responsibilities .....11

Student Responsibilities.....12

[Chapter 2](#)

Student Application by Office.....14

Student Selection and Location Process.....14

[Chapter 3](#)

Payment Process.....16

[Chapter 4](#)

Evaluation Process/Termination/Transfer .....18



## Introduction

*This guide was created with the purpose of providing Directors, Financial Aid Personnel and Supervisors with information about policies and processes of the Federal Work-Study Program (FWS). They have the responsibility to read this guide carefully to ensure compliance with the requirements of the program.*

## Federal Work-Study Program

**T**he Federal Work-Study Program is a self-help program based on need administered by the Institution, under the requirements and regulations of the United States Department of Education.

This program provides eligible students with a part-time employment experience in areas and positions previously approved by the Financial Aid Office on or off campus.

The program is subject to the availability of funds granted by the Department of Education.

## Types of Employment

---

### **Work On Campus**

Proprietary school  
employment  
34 CFR 675.21(b)

Example: A student enrolled in a nursing program can work in nursing laboratories, but can also work in service offices where they can acquire basic office skills that can be applied in the workplace.

---

### Work On Campus

The National University College institutions are for profit. Therefore, the institution can employ students only if the functions include providing services that are directly related to the area of study. The work that the student does must complement and reinforce the skills of the educational program so that the student can apply these experiences and skills to their career goals.

Some of the areas that the student can work in operational and clerical or service areas include:

- Financial Aid
- Assist in student laboratories
- Library
- Placement
- Counseling
- Tutoring

---

**Examples of recruitment activities that students can NOT perform**

---

1. Make calls to prospects (leads) or students not enrolled.
  2. Assist in promotional booths.
  3. Make calls to promote new programs.
  4. Make calls or negotiations to students in order to reintegrate to their studies.
- 

Some of the areas that the student can NOT work include:

- Purchasing
- Facility maintenance and Cleaning
- Public Relations
- Admissions. *The student cannot perform any task that is related to student admission.*

Work Off Campus

Students can work outside the institution in non-profit entities that the institution has signed a prior Off Campus Agreement.

Organizations of Public Interest (Not Community Service)

**Code: FWSOFFCA**

Students may be employed outside the institution in certain non-profit entities that allow them to do a job of public interest. For example: public schools, Head Start, Care Center (children and the elderly), associations, among others.

The work is not considered to be of public interest if:

- Primarily benefits the organization members
- Involves activities or requires political affiliations

The Financial Aid Officer will use the *Off-Campus Agreement* form to agree on the employment conditions under which the students will be employed.

Organizations that offer Community Service

**Code: CSWS**

The community services aims to improve the quality of life of the residents in the community, particularly by meeting the needs of people with low incomes, or to solve a particular problem related to their needs. The Financial Aid staff must identify local non-profit entities that offer services to the community. The Financial Aid Office must inform students interested in participating in the FWS Program about community service opportunities available in the local community. The Financial Aid Officer will use the *Off-Campus Agreement* form to agree on the employment conditions under which the students will be employed.

Some of these services include:

- Health services, childcare, educational services (tutoring, public library), public safety.

---

**Community Service**

---

The Federal Department of Education required that the institution use at least 7% of its allocation of funds to employ students in community service jobs.

The Financial Aid Office must perform an analysis of entities and coordinate contract agreements.

- **Support services for students with disabilities** - *This is the only exception to the requirement that the service must be open to the community. (Includes students with disabilities enrolled in the institution).*

---

### **Community Service vs America Reads**

In order to be considered community service, the job has to be in an area that is open, accessible, and used by the community at large. Community service includes a whole host of jobs and is not limited to reading tutors.

On the other hand, reading tutors may provide tutoring to some groups that would not be considered part of the community. For example, a school population is not considered “open, accessible, and used by the community at large”, and therefore, in this context, is not considered a community.

---

### America Reads

**Codes: ARWS & ARCSWS**

The purpose of the America Reads program is to offer reading tutoring to preschool children or elementary school students. Therefore, for a student to participate under this program must show adequate reading skills as evidenced by his/her transcript of credits. Must have passed with a grade of A to the Spanish and/or English classes (depending on the area in which they will offer tutoring).

On the other hand, reading tutors can provide tutoring to a group that is not considered part of the community. In order for the cost of this program to be registered under the ARCSWS code and to be included as part of the required expense in community service, the student must be employed in an agency whose services are open to the community has access. Otherwise, the student must be classified under the ARWS code.

The Financial Aid Office must coordinate the training of the student with the agency in which will be employed. The student can receive the payment of the hours in which he/she was in training, as long as they do not exceed a total of 20 hours and they are completed before the student begins to offer tutoring. The Financial Aid Officer will provide a separate payroll sheet for the registration of training hours.

**The institution must employ at least one student under the America Reads program.**

### Insurance Request for Work Outside the Institution

Before a student begins his work as a student participating in the Federal Work-Study Program, the Financial Aid Officer must manage a Certificate of Public Liability Insurance. This is requested per entity and not by participating student. The Certificate of Public Liability Insurance has a valid period. For this reason, you must keep in mind that when you place a student in an institution you have the Certificate in effect. If you do not have a valid Certificate for the entity, you must manage it in the following way:

- You must have the correct and complete name of the entity with the physical address.

- Send an email to Ms. Hipólita Irizarry [hipirizarry@edukgroup.com](mailto:hipirizarry@edukgroup.com) requesting the Certificate of Public Liability Insurance with the following information:
  - Indicate the institution in which the student is enrolled and the campus. **Do not send student names.**
  - Indicate the purpose of the insurance. You must indicate if it is for a new entity or to renew the contract of an entity that has end expired insurance.
  - Indicate the name of the center or place, postal address and zip code.
- Ms. Irizarry fills and processes the insurance applications. Will provide a copy of the application.
- The Financial Aid Officer must keep a copy in the file of the students who works in such entity.

## Program Summary

The Officer will use the *Students Needs Questionnaire for the Federal Work Study Program for the Work-Study Program* to locate the program and select the correct code.

Code	Code Description	Description	CS 7%
<b>ARWS</b>	FWS - America Reads	Employed as a reading tutor for preschool and elementary children.	
<b>ARCSWS</b>	FWS - America Reads Community Service	Employed as tutor to read to children at elementary level in a place open to the community.	X
<b>CSWS</b>	FWS - Community Service	Employee in an agency that provides services to the community or within the institution, assisting students with disabilities.	X
<b>FWSOFFCA</b>	FWS - Off Campus	Employee outside the institution.	
<b>ONWS</b>	FWS - On Campus	Employee in the institution.	
<b>FWSTU</b>	FWS - Tutor	Employee in the institution to provide tutoring services to students.	

## Compensation

Below is the compensation per hour for students under the different programs.

Fund Code	Program Description	NUC
ARWS	FWS - America Reads	7.50
ARCSWS	FWS - America Reads Community Service	7.50
CSWS	FWS - Community Service	7.50
FWSOFFCA	FWS - Off Campus	7.50
ONWS	FWS - On Campus	7.25
FWSTU	FWS - Tutor	7.25

## Conditions

The following conditions are applicable to any work performed under the Federal Work-Study Program:

1. **Attendance and Punctuality** – Students are required to comply with the schedule stipulated in the *Employment Form*. Unjustified non-compliance on more than two occasions could result in the student’s termination in the program. It will be the supervisor’s responsibility to complete and submit the *Performance Evaluation for Work Study Participants* to notify the Financial Aid Office if any student has breached the established conditions.
2. **Performance** – Students are expected to carry out their tasks according to the requirements established by the office or agency for which they work. They will be subject to the same performance requirements as a regular employee. Students who do not meet these requirements may be referred by the supervisor to the Financial Aid Office for transfer or for possible termination in the program.
3. **Displacement of regular employment** – A student may NOT substitute a regular employee. When assigning tasks, they can NOT be equivalent to those of a regular employee.
4. **Duration** – The hours assigned to the student according to the *Employment Form* will be valid from the date of employed until the day of termination.

5. **Work schedule** – Students will report to their work area as agreed with supervisor. The schedules are not flexible. It will be the responsibility of the supervisor to ensure compliance with the schedule established in the employment form. In addition:
  - No supervisor will request or accept voluntary work or subject to future compensation for the students.
  - **Students will receive the payment of hours worked** up to the maximum authorized by the Financial Aid Office, as established in the *Employment Form*. This does not include holidays, hours expected to work in the future, or illness.
  - They can work up to the maximum number of hours authorized by the Financial Aid Office.
  - UNDER NO CIRCUMSTANCES can students work at times in which are enrolled in classes (even when teacher is absent). The work schedule must consider a reasonable time that allows the student to comply with his class schedule and arrive on time at his/her place of work.
  - The student can change his/her schedule in agreement with his supervisor, as long as he does not exceed the hours granted and there is no conflict with his class schedule. If the hours cannot be met or an agreement cannot be reached on the schedule change, the supervisor must notify the Financial Aid Office.
6. **Hours exceeded** – Once the hours granted have been exhausted, the student must cease functions. The Supervisor will be responsible for the payment of hours exceeded of those authorized by Financial Aid on the *Employment Form*.
7. **Political or Religious** – Positions cannot be related to the construction, operation or maintenance of any facility that is or will be used for religious or political services or activities
8. **Recruitment** – No student may carry out any function that has to do with the recruitment of students.
9. **Royalties** – A supervisor will not request, accept or allow a student or his or her family members to be given any fee, commission, gift or compensation as a condition or prerequisite for admitting the student to the FWS program.
10. **Transfers** – Students are expected to remain in the assigned area while participating in the program. However, if the student or supervisor

understands that there is a justified reason to move, the supervisor may complete the *Performance Evaluation for Work Study Participants* form and send it to the Financial Aid Office.

11. **Apparel** – All students must be properly dressed in their work area. The use of shorts, sandals, t-shirts, miniskirts, tank tops, low necklines or any other type of clothing that your supervisor understands to be inadequate within their work area is NOT allowed.

## Student Eligibility Requirements

To be eligible for funds from the Federal Work-Study Program, the student must comply with the following:

1. Complete the Free Application for Federal Student Aid (FAFSA) on or before the deadline determined by the Financial Aid Office.
2. The student must have completed their Financial Aid and Academic file.
3. Have indicated on the FAFSA their interest in participating in the Federal Work-Study Program.
4. Demonstrate economic need according to the need analysis carried out by the Financial Aid Office.



5. Be able to maintain satisfactory academic progress while working.
6. Be officially registered and comply with the attendance rules.
7. Be an American citizen or legal resident.
8. Cannot have any loans in a default status.
9. Comply with the requirements of the work area.
10. Receive a copy of the *Employment Form* approved by the Financial Aid Office.

## General Functions

The supervisor of each area must specify in the *Student Needs Questionnaire for the Federal Work-Study Program* the general functions of the position. These functions must be in compliance with the provisions set forth in the conditions of employment. The Financial Aid Officer must evaluate compliance with the conditions before the student is employed.

Here are some general tasks performed by students participating in the program:

- Offer Reading tutoring (*America Reads*).
- Assist in the use of laboratory materials.
- Assist in the channeling calls for student orientation.
- Offer tutoring to students (*Student tutors*).
- Assist in photocopying informational material for students.
- Assist in the inventory of equipment.
- Assist in organizing material for filing.
- Assist in filing.
- Assist in food preparation in the cafeteria; for students that have a related study program.
- Assist in the distribution of materials for students.

## Responsibilities of the Financial Aid Personnel

The Financial Aid Director (DFA) and/or Officer(s) responsible to assist in the administration of the Work-Study Program will be responsible for the following:

1. Will keep an updated *Placement Positions* available by department, description of tasks and required skills.
2. The Financial Aid Director must visit the entity with which the agreement is to be signed and complete the necessary documents. Also, the DFA will make a follow-up visit during the month of January.
3. Make a selection of students and contact those who will be assigned funds from the Federal Work-Study Program.
4. Coordinate interviews with the supervisors of the centers or departments.

5. Provide guidance to supervisors and department directors.
6. Provide guidance to student regarding tasks and responsibilities.
7. Ensure that all required forms have been completed and signed. Keep these forms in the Financial Aid file.
8. Ensure that the work schedule is clear and that there is no conflict with the student's class schedule.
9. Track the delivery of time sheets and payroll.
10. Review and approve student payrolls.
11. ENSURE THAT ALL STUDENTS RECEIVE THEIR PAYMENT, ACCORDING TO STIPULATED IN THE PAYMENT SCHEDULE.
12. Maintain control of the hours assigned to the student to avoid exceeding. Notify the supervisor of any excess hour payments not authorized by the Financial Aid Office. The supervisor will be responsible for the payment of the excess hours.
13. Report any irregularity detected to your immediate supervisor, which will inform the DFA. DFA's must inform the Institutional Financial Aid Director.
14. Reconciling the funds monthly.
15. Monthly you must communicate with entities in which students are employed. You must document it on Campus Nexus with the activity FAFWS – FWS Off Campus Follow Up Call.
16. Complete the termination process when a student is not fulfilling their responsibilities and the supervisor has submitted the form.
17. Comply with the standards established in the Federal Work-Study Program Guide.

## Supervisor Responsibilities

It is important that each office request the number of students based on needs and that can be effectively supervised.

When employing a student, the office supervisor will be responsible for the following:

1. Establish a clear work schedule, in which there is no conflict with the student's class schedule.

- You must inform the Financial Aid Office of any change in the schedule established with the *Employment Form*.
  - Keep the schedule updated so there is no conflict.
  - If you need a copy of the student's registration, you must request it from the Registrar Office.
2. Inform the student of their tasks and responsibilities.
  3. Complete and provide guidance to student's regarding the *Confidentiality Statement Agreement*.
  4. Maintain adequate supervision. Is responsible that tasks are carried out by the student are limited to those that are in the *Employment Form*.
  5. Review, validate, approve and **deliver** the original payroll of students. Payroll can be sent by email, fax or personally by the supervisor.
  6. Maintain control of the hours assigned to the student to prevent the student from exceeding.
  7. Payment for excess hours not authorized by the Financial Aid Office will be the responsibility of the supervisor.
  8. Notify the Financial Aid Office immediately when a student is not fulfilling their responsibilities.
  9. Comply with the standards established in the Federal Work-Study Program Guide.

## Student Responsibilities

All participating students of the Federal Work-Study Program must carry out their tasks in a responsible manner. If a student does not satisfactorily fulfill the assigned responsibilities, he/she can be removed from work area or the program.

1. Complete the *Confidentiality Statement Agreement*.
2. Comply with the hours and schedule assigned in agreement with the supervisor.
3. Dress and behave appropriately within the work area.
4. Comply with the tasks assigned satisfactorily according to the specifications of their work area.

5. Notify the supervisor about any circumstance that prevents compliance with the work Schedule and/or tasks. If unable to complete the assigned tasks, you may request the supervisor to complete the *Performance Evaluation for Work Study Participants*. Once the evaluation has been received, the student may request the Financial Aid Office for relocation to another office, depending on the causes of the termination.
6. You cannot exceed the assigned hours. The payroll system does NOT allow the payment of excess hours.
7. You cannot work during your class schedule. The payroll system does NOT allow the payment of hours in conflict with class schedule.
8. Be conducted under the rules and policies established in the Student Regulations.
9. Comply with the standards established in the Federal Work-Study Program Guide.

## Student Application by Office

Offices' interested in hiring students from the Federal Work-Study Program must complete the following:

1. *Students Needs Questionnaire for the Federal Work Study Program*
  - a. Indicate the number of students interested in requesting, schedules and information of the authorized supervisor(s).
  - b. Select the general responsibilities of the position and the skills that the student must required that are predetermined in the application. The functions of the position must be in compliance with the conditions of the program described in this manual.

The Financial Aid Office will evaluate applications and coordinate interviews of eligible students.

## Student Selection and Location Process

1. The Financial Aid Office will identify candidates who meet the criteria for available positions and will make a selection in order of the financial need and date the student completed their FAFSA.

Using the *Packaging Summary Report*.

2. The Financial Aid Office will cite the pre-selected students by a written notification, using the *FA-Letter Offer for Students FWS* activity. This notification will indicate the deadline in which student must notify the Financial Aid Office acceptance to FWS offer and begin the recruitment process. Failure to comply with the deadline means that student does NOT want to participate in the program.

---

I M P O R T A N T

---

No student can start working without the approval of the Financial Aid Office. **The supervisor will be responsible for the payment of unauthorized hours.**

---

3. The Financial Aid Office will provide guidance to the students about the positions available by departments, description of tasks and required skills. It will emphasize the community service positions. The student will indicate on the *Employment Form* the position to which he/she wishes to apply and will complete the **Form I-9 Employment Eligibility Verification**. The student will have the alternative of receiving payment by direct deposit, if he/she completes the Direct Deposit Payment Authorization Form in the Bursar Office<sup>1</sup>; otherwise the payment will be processed by check.
4. The Financial Aid Officer will refer the student to the area of interest to be interviewed by the supervisor. The following documents will be sent to the supervisor:
  - Employment Form
  - Confidentiality Statement Agreement
  - Copy of the current registration term that the student is being employed
5. If the student meets the requirements, the supervisor and the student will discuss and sign the *Employment Form*. The supervisor will discuss the basic responsibilities of the job, time of duration and will coordinate the schedule ensuring that there is no conflict with the class schedule. The supervisor will return the duly signed *Employment Form* to the Financial Aid Office.
6. The Financial Aid Officer will sign the *Employment Form* and register in Campus Nexus the number of hours granted to the student. The original form will be filed in the student's FA file.
7. The Financial Aid Officer will provide to the student and supervisor a copy of the approved *Employment Form*, *Payroll Sheet* and the Federal Work-Study Program Guide.
8. The Financial Aid Officer will provide the student the adjusted award letter.

---

<sup>1</sup> The Bursar Office s will be responsible for maintaining and delivering the Direct Deposit Payment Authorization Form to students who request it.

## Payment Process

Students will receive payment of hours worked as stipulated in the *Payroll Calendar*. In order to receive payment, both the student and the supervisor must ensure the following:

1. The supervisor and the student will complete and sign the *Payroll Sheet*. They should make sure not to exceed the hours approved by the Financial Aid Office.
2. **The supervisor will be responsible for certifying the hours worked and delivering the completed and signed *Payroll Sheet* on the date established in the *Payroll Schedule*.** Payroll can be sent by email, fax or personally by the supervisor. Payroll delivered by students will not be processed.
3. The Financial Aid Officer will be responsible for computing the payroll, determining the amount to be paid and sending the payroll report (FA Batch Posting Work Study EDUK) to the Financial Aid Administrators at the Financial Aid Corporate Office.
4. The Financial Aid Administrators will review the reports and create a file that will be sent electronically to the Payroll Department so that the corresponding payment is issued.
5. The Payroll Office will process the payment, according to the method selected by the student. The student will have the alternative of receiving payment by direct deposit, if he/she completes the Direct Deposit Payment Authorization in the Bursar Office<sup>2</sup>; otherwise the payment will be processed by check.
6. The Payroll Office will send the checks to the Bursar office of each campus. Also, it will send a copy of the processed payroll report to the Financial Aid Administrators.

---

<sup>2</sup> The Bursar Office s will be responsible for maintaining and delivering the Direct Deposit Payment Authorization Form to students who request it.

7. The Bursar Office will be responsible for distributing the checks. Under no circumstances will it retain or accept endorsement of the checks for the payment of pending balances.
8. If the student exceeds the hours authorized by the Financial Aid Office, the supervisor will request the payment of these hours to the Accounting Office.

---

I M P O R T A N T  
N O T E

---

No new students will be employed until they have received the *Performance Evaluation for Work Study Participants* signed by the student, supervisor and Department Director.

---

## Evaluation Process/Termination/Transfer

The process of completion or transfer must be completed by the supervisor for those students who show deficiencies in their performance or who for various reasons, not related to their performance, have to be transferred to another department.

### Termination

The supervisor is expected to evaluate the student's performance during the month of January or by the end date of the employment, whichever comes first. Using the *Performance Evaluation for Work Study Participants*. The supervisor may terminate a student's employment if his/her performance is deficient. For this, you must follow the following steps:

1. You must complete and discuss the *Performance Evaluation for Work Study Participants* with the student.
2. If this is the first evaluation and performance deficiencies are identified, the Supervisor must discuss with the student which are the improvement expectations.
3. If the student has failed to meet expectations of prior improvement, after completing and discussing the evaluation, the supervisor will proceed to notify the student of the termination.
  - a. Supervisor must refer the student to the Financial Aid Office.
  - b. Provide the Financial Aid Office the completed *Performance Evaluation for Work Study Participants* along with the *Payroll Sheet* as soon as possible. In the *Performance Evaluation for Work Study Participants*, Supervisor will identify the need of the position to be filled again or to eliminate it.
  - c. The Financial Aid Office will contact the student and evaluate the possibility of a transfer, depending on the reasons for termination.