



## **Student Employment/Work Study Guidelines**

**FY 2025**

In an effort to provide on-campus employment opportunities to Laredo College students the information below outlines the FY25 Student Employment/Work Study guidelines.

### **Terms and Definitions:**

**Work-Study Employment:** Is a federally or state funded position that requires financial aid unmet need. Student must have a completed financial aid folder and must abide by all Federal and State financial aid regulations.

#### ***Work-Study Employment Criteria:***

- Student must be an eligible citizen for employment.
- Student must submit a FAFSA application for the current academic year.
- Student must meet all eligibility requirements under Title IV.
- Student must have a minimum of **\$2,750** unmet financial need per long semester (Fall/Spring).
- Student must have no pending documents with Admissions and/or Financial Aid.
- Student must be enrolled full-time (12 SCHs) at Laredo College.
- Student must maintain an institutional Laredo College 2.0 GPA throughout employment.
- Student must remain in good academic/financial aid standing at all times.

*For summer terms: Students must have an unmet financial need of **\$1,900** (Summer I and Summer II).*

**Student Employment:** (formerly known as Institutional Work-Study) Is an institutionally funded position that does not require financial aid unmet need. Student must have a completed financial aid folder and must abide by all Institutional employment regulations.

#### ***Student Employment Criteria:***

- Student must be an eligible citizen for employment.
- Student must have no pending documents with Admissions and/or Financial Aid.
- Student must be enrolled full-time (12 SCHs) at Laredo College.
- Student must maintain an institutional Laredo College 2.0 GPA throughout employment.
- Student must remain in good academic/financial aid standing at all times.

*For summer terms: Students must be enrolled at least 6 SCHs at Laredo College.*

## **Process to request a Student Employment/Work Study Position:**

### **Step 1: Complete the ‘Student Employment Position Request Form’**

A ‘Student Employment Position Request Form’ must be completed for each department requesting a student employment or work-study position for FY25. Each request must be as descriptive as possible and will undergo the same evaluation process when determining the position allocations.

*All completed forms must be submitted via email to [workstudies@laredo.edu](mailto:workstudies@laredo.edu)*

### **Step 2: Department Supervisors must attend Supervisor Training**

Student Employment/Work Study Supervisor Training will be required of all department supervisors that receive a student employment/work study position allocation before advertising vacancies. Information regarding the posting and advertising of positions will be shared with all supervisors during the training.

### **Notes:**

Please note ***no*** positions will carryover from FY24.

Positions will be allocated based on a ranking criterion and the availability of funding.

Positions must be filled within 45 days of initial allocation. Failure to fill positions will forfeit allocation to the next deserving department.

### **Student Employment Important Dates and Deadlines:**

‘Student Employment Position Request’ Form distributed.....	August 1 <sup>st</sup>
‘Student Employment Position Request’ Form due to the Office of Financial Aid.....	August 9 <sup>th</sup>
‘Student Employment Position Request forms reviewed by allocating committee.....	August 10 <sup>th</sup> - 12 <sup>th</sup>
Student Employment/Work Study positions allocation announcement sent to Supervisors.....	August 12 <sup>th</sup>
Mandatory Supervisor Training Dates.....	August 13 <sup>th</sup> , 15 <sup>th</sup> , 21 <sup>st</sup> , 27 <sup>th</sup> , 29 <sup>th</sup>
Student Employment/Work Study position advertising begins.....	August 13 <sup>th</sup>
First possible date of employment for Student Employees/Work Studies for the Fall 2024 term..	August 19 <sup>th</sup>
Last Date of employment for Student Employees/Work Studies for the Fall 2024 term.....	December 13 <sup>th</sup>

Please direct any questions pertaining to student employment/work-study positions to [workstudies@laredo.edu](mailto:workstudies@laredo.edu).