



Work Study Information

Spring Arbor University utilizes many avenues to help students find work while attending SAU. Because of the demand for employment opportunities, it is important for students to follow the employment hiring guidelines and check in with the student employment office to learn of new job openings.

We encourage all students to complete paperwork, even if they are not sure if or when they will work. This will help avoid employment and payroll delays should circumstances change. Completed paperwork will be kept on file if the student should choose to accept employment and/or a form of wage payment needs to be made to the student.

Any student who is registered at least part-time is eligible to be considered for employment provided they do not decline any financial aid work study award. SAU does not place students or guarantee that every student looking for work will be able to acquire employment on campus. Any student interested in working on campus or in one of the work study off-campus sites must first complete the necessary paperwork and register with the student employment office upon arrival on campus. Only students who register in the student employment office and have completed all the paperwork requirements will be notified of job opportunities.

Work Study awards are found on the Financial Aid worksheet. Students who have Work Study need to complete the paperwork as outlined on “Completing the On-Campus Paperwork” site and follow up with the Student Employment Office to look for work. The following facts will help you understand what receiving a Work Study award means and how it can affect employment opportunities at SAU.

- There are certain off-campus job opportunities only available to students with Work Study eligibility, but **all campus positions are open to any interested student** who meets the criteria outlined in the Student Employment guidelines.
- Off-Campus Work Study positions are only processed through the Student Employment Office once eligibility is verified.
- Accepting Work Study does **not guarantee nor mean you are assigned** a job. Most jobs are filled by a referral and interview process. Students must register to look for work with the Student Employment Office.
- A Work Study award is not applied to a student’s account. It is the student’s discretion as to how they use the money.
- A student **does not owe this money nor does he have to pay it back** if all funds are not expended. Work Study students are paid only for the hours they work.
- All student wages (including Work Study) are **paid directly to the student** through the Higher One account they set up.
- If a student **declines the Work Study award**, they **lose the right to work in most campus positions**. Work Study funds are one source used by SAU to fund student jobs; *no student* is encouraged to decline Work Study.

Please feel free to contact the Student Employment Office if you have questions regarding your Work Study Award.

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