

Dear Student,

We are pleased to offer you a Work Study / Graduate Assistantship award for the 2016-2017 Award year. The award is an estimated amount until your eligibility for student employment is confirmed. Therefore, it is not guaranteed upon initial receipt of the award letter. To receive the award, eligible students must find a job and work the hours necessary to earn the award amount.

Student Employment Packet

Please pick up your Student Employment packet in the Student Financial Services Office. This packet contains the **required paperwork which must be completed before you begin working.**

* Please note you will be required to provide original documentation of a current US passport, driver's license and SS card, or driver's license and birth certificate.

You have two possibilities regarding the type of work you will do to earn your award:

1. Apply for a student assistant, project assistant, teaching assistant, or research assistant position. Students in these positions are paid in the form of a stipend.

*Additionally, some students may choose to complete an internship or practicum through Antioch, which are also paid by a stipend. For more information on these positions, students should contact the internship/practicum coordinator within their department.

Or

2. Apply for an on-campus job which may include work in any of the offices or departments on campus. These positions receive hourly pay at \$12 per hour.

If you wish to take advantage of this award, you will need to follow the instructions below, specific to the type of work you are hoping to do. **You must not begin a job, and we cannot pay you, until the following process is complete.** If you will not be able to use this award, please notify the Student Financial Services Office immediately so that we can offer funding to another student. Since we are committed to spreading our limited resources to as many students as possible, we may rescind our offer of funding if you do not submit required paperwork within 5 weeks of the beginning of the term for which the funding is offered.

Finding a Job on Campus

A. Openings will be posted on the AUNE Financial Aid web site. The postings will contain job descriptions, including hours required and the person to contact. You may review the postings and then apply directly to the office/department for any jobs in which you are interested. Some offices/departments may request a resume and/or an interview.

B. If an office/department offers you a job, you will need to pick up all necessary paperwork and directions from the Student Financial Services Office. If this is your first time working at Antioch University New England, you will need to provide:

- Completed Student Work Agreement signed by the supervisor
- W-4
- I-9**
- Statement of Confidentiality form
- Direct Deposit form with a voided check or bank account number and routing number.
(Manual check options are available, but are mailed from our Ohio campus)

****Please note that once you have completed the top section of the I-9 form, you should then bring it to the Student Financial Services Office along with your U.S. Passport (must be current) or two other forms of identification described on the back of the form. We must see original documents. Photocopies of these documents are not sufficient. You are legally required to submit the I-9 with your identification within 3 days of your employment start date.**

If this is not your first time working at Antioch University New England, you will need to provide only a completed Student Work Agreement signed by the supervisor.

Beginning Your Job

All students may begin working as soon as the Student Financial Services Office has approved your Student Work Agreement. Continuing students will not begin until the first day of the published summer term and new students will not begin until they have completed orientation. You will receive notification via Antioch Gmail confirming that your student work agreement has been approved. Approval of the Student Work Agreement will be done as soon as you have submitted all of the required paperwork to the Student Financial Services Office. **It is very important that you do not begin working until you have completed this process.**

Getting Paid

Students working under the Student Employment Program are paid every 2 weeks during the period designated on the Student Work Agreement. Depending upon the type of position you obtain, you may be paid on a salary basis (stipend) or be required to submit your hours (hourly rate). Once your Student Work Agreement has been processed, we will send you an acknowledgement via Antioch gmail, regarding the payroll schedule and information about how you will be paid for your particular position.

Award Renewal

Please note that your Work Study Award is for the 2016-2017 award year only. You must reapply for financial aid for the 2016-2017 award year which begins with summer 2016 term. To be considered for work study funding, you must complete your application on or before the March 1, 2016 priority deadline. **Work Study Award renewal is not guaranteed.** The number of awards we are able to make each year is impacted by the availability of funding as well as the need level of the entire applicant pool.

Important Note

While the Student Financial Services Office will make every effort to assist you by providing information about job openings on campus, we are unable to guarantee that there will be an exact match between campus community needs, available positions, your skills/talents, and available hours to work. Please feel free to contact the Student Financial Services Office with any questions you have about your estimated Work Study Award or the process described in this letter.

Sincerely,



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