

ANTIOCH UNIVERSITY

NEW ENGLAND

40 Avon Street, Keene, NH 03431-3516 | 800-553-8920 | www.antioch.edu

Dear Student,

We are pleased to offer you Federal Work Study funds. These funds indicate the maximum in earnings possible for each term that is offered. To receive the funds, students must find a job and work the hours necessary to earn the full amount offered.

If you wish to take advantage of this offer, 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 work and use these funds, please notify the Student 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 a term for which the funding is offered.

You have many possibilities regarding the type of work and offices for which you can work to earn your funds, such as a student assistant, project assistant, teaching assistant, or research assistant position. All positions receive hourly pay at \$14 per hour.

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

Student Employment Packet

Please pick up your Student Employment packet in the Student Services Office or find fillable forms on our [Financial Aid Forms](#) webpage. These forms are **required and must be completed before you begin working.**

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**
- FERPA agreement
- 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 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 you will not be on campus, your signature on your I-9 can be notarized and mailed to our campus.

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Finding a Job on Campus

- A. Openings will be posted on the AUNE Financial Aid website. 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 Services Office. If you have not previously worked at Antioch University New England, you will need to provide only a completed Student Work Agreement signed by the supervisor.

Beginning Your Job

New students may not begin until they have completed orientation. Approval of the Student Work Agreement will be done as soon as you have submitted all of the required paperwork to the Student 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. Once your Student Work Agreement has been processed, we will send you an acknowledgement via Antioch Gmail, regarding the payroll schedule.

Federal Work Study Offer Renewal

Please note that your work study funds are for the current academic year only. You must reapply for financial aid for the upcoming academic year that begins with summer term. To be considered for work study funding, you must complete your application on or before the March 1 and indicated “Yes” for “interested in Work Study” on the FAFSA. **Work Study Award renewal is not guaranteed.** The amount of funds that we are able to offer 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 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 Services Office with any questions you have about your work study funds or the process described in this letter.