IRA WORK STUDY

Each year the IRA Board allocates Work Study dollars to IRA certified programs. (These dollars are derived from the 1/3 set aside for financial aid). A call for requests for Work Study funds is issued twice yearly to the Dean responsible for each IRA program. The Dean is responsible for disseminating the call for requests to each program director (and the Dean must approve each program’s request prior to submission to the Board). The IRA Board reviews the requests from each of the programs and allocates the funds on a need basis. To facilitate good planning for each of the programs, 50% of the available funds are allocated in the spring (round one) for the following year and another 50% is allocated in the fall (round two) for the rest of the school year. Those programs receiving Work Study funds in the first round are eligible to apply in the second round, also.

IRA Work Study dollars can only be used for students involved in IRA programs. Historically, there is a greater amount of Work Study dollars requested than is available for allocation.

If there are Work Study dollars remaining after all requests have been filled, the funds can be allocated to Student Assistant requests. This has not occurred in the past because all dollars were allocated to Work Study requests. It is the intent of the Board to allocate all funds to Work Study requests because the funds go to the neediest students.

IRA Policy for Work Study Awards Passed by the IRA Board 4/30/2004
Updated February 23, 2009

1. Based on previous history and unmet needs for Work Study, the following two groups will receive a Baseline percentage of the total Work Study dollars available to IRA: HFA 50%, University Box Office 30%.

2. In the spring and the fall, all other IRA activities, without Work Study Baselines, will be advised that Work Study funds are available and that they may request funding. The IRA Board will review any such request for merit and decide the spring allocation for these new requests. Each spring, half of the remaining 20% (amount reserved from the spring allocations for the next year) will be awarded to those other requests.

3. In the fall, once the exact amount of funding is known, another round of requests will be accepted. Baseline groups may, if they wish, apply for additional funding if they have special needs. The remaining unallocated Work Study funds will be awarded after Board consideration of all requests.

4. After the two rounds, any unallocated money will be awarded to the Baseline groups, at the discretion of the IRA Board, based on the needs of the groups.

5. Groups with Baselines will be advised in the spring as to what their expected allocations will be. They will be given three options: accept the funding, decline the amount in full, or revise their award downward. Once the total Work Study funds are determined in the fall, the Baseline groups will be notified of their final awards. Any refused funds will be added to the reserved amount from the spring allocations.

6. At the discretion of the IRA Board, other groups may receive Baseline funding. Typically, groups with annual demonstrated needs and a large pool of students with Work Study awards should be considered. However, the Board should maintain an adequate amount of Work Study funds available for small programs. The Board may need to adjust the Baseline percentages to reflect additional groups who receive a Baseline.

7. These procedures may be revisited every year by the IRA Board in the spring prior to allocations.