



## SUMMER 2020 WORK-STUDY INFORMATION

**SUMMER WORK-STUDY MUST BE APPROVED PRIOR TO BEING PAID FROM A WORK-STUDY ACCOUNT**  
**PRIORITY SUBMISSION DATE: April 30, 2020**

STUDENT CATEGORY	REQUIREMENTS
<b>SUMMER ENROLLED STUDENT</b> (minimum of 6 units required) June 1 – August 18, 2020	1. Must have a 19/20 FAFSA on file with this office. <b>Your financial aid file must be complete, and all FAFSA corrections, required documents reviewed by our office by May 8, 2020.</b> 2. Must have signed approval from eligible work-study employer. 3. Must notify our office if your summer enrollment drops below 6 units.
<b><u>NOT ENROLLED</u> FOR SUMMER or enrolled in less than 6 units for summer</b> June 1 – August 18, 2020	1. Must have a 19/20 and 20/21 FAFSA on file with this office. <b>Both your financial aid files must be complete, including verification if selected, and all FAFSA corrections and required documents reviewed by our office before beginning work.</b> 2. Must have signed approval from eligible work-study employer.

### GUIDELINES FOR SUMMER WORK-STUDY

- Students may work a maximum of 40 hours per week during the summer. Work schedules are determined by the employer.
- Students with multiple campus work-study commitments **must have approval** from each employer.
- Summer Term enrollment is **not required** to earn Summer Work-Study.

### HOW TO QUALIFY FOR SUMMER WORK-STUDY

- If you did not attend CSU, Chico during 19/20 academic year, the first day you may begin work is July 1, 2020.
- If you are graduating Spring 2020, you must be accepted into an eligible CSU, Chico post-baccalaureate program for Fall 2020 before applying for Summer Work-Study. Note: Students who hold a conditionally classified status, such as qualifying for credential, are not eligible for Work-Study.
- You must meet Satisfactory Academic Progress (SAP) requirements and not have exceeded federal student aid maximum units requirements (180 attempted units for undergraduates; 60 attempted units for post-baccalaureate students).
- You must be in good academic standing. Students who are academically disqualified from the University after Spring 2020 will lose eligibility for employment and Work-Study.

### UNDERSTANDING YOUR WORK-STUDY AWARD

Summer Work-Study is assigned to different award years depending on **Summer Enrollment Status**.

- ENROLLED STUDENTS (minimum of 6 units):** If you apply for Summer Aid, your Summer Work-Study award will depend on your remaining summer need after all other need-based aid has been awarded. If you have remaining loan eligibility for the summer term and you apply for a loan, please keep in mind this will reduce the amount of Work-Study you are eligible to receive. Your total summer earnings cannot exceed your summer term Cost of Attendance less your Expected Family Contribution (EFC) and other aid awarded.
- NON-ENROLLED STUDENTS, or less than 6 units:** Your Work-Study award will be applied to both the 19/20 and 20/21 aid years. While employed, you are allowed reasonable expenses during the summer months such as living and transportation costs. The expenses allowed will depend upon your current living situation.\*  
 \* **Maximum** allowable costs for students living with parents/relatives = **\$2,888**. (June \$812/July and Aug. combined \$2,076)  
 \* **Maximum** allowable costs for students living off-campus = **\$4,320**. (June \$1,613/July and Aug. combined \$2,707)

**All Summer Work-Study Students:** On your application, your employer will be asked to sign off on your estimated earnings for the summer period. If you are eligible, your employer will be notified. **PLEASE** track your earnings. Excess Work-Study earnings may reduce your eligibility for aid in the 20/21 aid year.

### PROCESSING TIME AND NOTIFICATION OF ELIGIBILITY:

Expect application processing time for review and completion of your file to take up to two (2) weeks from submission of all required documents. Incomplete files or applications will delay processing. Check your **“To Do List”** frequently for all information requests.

### EMPLOYERS:

Summer work-study wages earned June 1 – June 30 will be applied to the 19/20 aid year. Work-study wages earned between July 1 - August 18 will be applied to 20/21 aid year. Award totals don't exceed expenses as listed above. **As a reminder please check for service indicators on student accounts that could affect eligibility.**



## SUMMER 2020 WORK-STUDY APPLICATION

### June 1 – August 18, 2020

<b>RETURN TO:</b> Student Services Ctr. 250 Financial Aid and Scholarship Office Chico, CA 95929-0705 Phone: 530-898-6451 Fax: 530-898-6883 Email: <a href="mailto:finaid@csuchico.edu">finaid@csuchico.edu</a> Website: <a href="http://www.csuchico.edu/fa">www.csuchico.edu/fa</a>	<b>Last Name:</b>	<b>First Name:</b>
	<b>Chico State ID:</b>	<b>Phone:</b>
	<b>E-mail:</b>	
	<b>Summer Address:</b>	

STUDENT CATEGORY	REQUIREMENTS
<b>SUMMER ENROLLED STUDENT</b> (minimum of 6 units required) June 1 – August 18, 2020	1. Must have a <b>19/20 FAFSA</b> on file with this office. Your financial aid file <u>must be complete</u> , and all FAFSA corrections and updates received from the processor by May 8, 2020. 2. Must have signed approval from eligible work-study employer. 3. Must notify our office if your summer enrollment drops below 6 units.
<b>NOT ENROLLED FOR SUMMER or enrolled in less than 6 units</b> June 1 – August 18, 2020	1. Must have <b>19/20 and 20/21 FAFSA</b> on file with this office. Your financial aid file(s) <u>must be complete</u> , including verification if selected, and all FAFSA corrections and updates received from the processor before beginning work. 2. Must have signed approval from eligible work-study employer.

### STUDENT

1. Read the Summer Work-Study Information on page 1 of this application. Keep that page for your records.
2. Complete and sign below. Bring this application to your employer for supervisor signature and requested funding amount.
3. Monitor your "To Do List" on your Student Center account for documentation requests. Students selected for verification will need to create and sign on to your Financial Aid Account at <https://csuchico.verifymyfafsa.com> to complete the verification process for the year(s) selected (i.e. 19/20 and/or 20/21).
4. Once the Financial Aid and Scholarship Office processes your application, an approval or denial will be e-mailed to your employer. Work-Study award changes for each aid year can be viewed from your Student Center.

<b>Enrolled Students:</b> <input type="checkbox"/> Living w/parents or relatives 6 RCE/CSU units or more <input type="checkbox"/> Living off-campus If enrolled in <6 units, how many units are you enrolled in? <input style="width: 50px;" type="text"/>	<b>Non-Enrolled Students:</b> <input type="checkbox"/> Living w/parents or relatives <input type="checkbox"/> Living off-campus
--	--

By signing below, I acknowledge that I have read and understood the requirements and guidelines for Summer Work-Study *including Satisfactory Academic Progress requirements*. I have filed the appropriate year FAFSA prior to submitting this application, and understand that additional documentation may be required by the Financial Aid and Scholarship Office **before** Summer Work-Study can be processed. **I understand that I cannot be paid from Work-Study funds until I have been approved for Summer Work-Study.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### WORK-STUDY EMPLOYER

- Read Summer 2020 Work-Study Information. If not attached, view here: <https://www.csuchico.edu/fa/forms/index.shtml>.
- Students **must be approved** for Summer Work-Study prior to being paid from a Work-Study account. You will be required to transfer to Student Assistant accounts any Work-Study amount paid to a student who is not eligible for Summer Work-Study. Unearned 19/20 academic year Work-Study awards **cannot** be used after May 31, 2020.

<b>Summer Work Study Request non-enrolled: Students enrolled in 6 or more units, dept. will be notified of student award eligibility.</b>	
Amount Requested \$ _____	June pay period. (Not to exceed \$812 w/relative or \$1,613 living off-campus)
Amount Requested \$ _____	July and August pay period. (Not to exceed \$2,076 w/relatives or \$2,707 off-campus)
<b>Not including summer, provide the estimate of FWS earnings you've budgeted to pay student for</b> <b>fall 2020: \$ _____ spring 2021: \$ _____</b>	

Department Name (please print)	Attendance Clerk Name (please print)	Attendance Clerk E-mail address	Zip
Supervisor Name (please print)	Supervisor Signature	Phone Ext.	