

COMMUNITY WORK STUDY @ ROCKHURST UNIVERSITY

Community Work Study Policies and Procedures for Rockhurst Students

Policies

Students interested in Community Work Study (CWS) must qualify for the federal work-study program.

- Verification of federal work-study is required and must be presented prior to employment and work site placement.
- Eligibility for federal work-study is determined by the Office of Financial Aid and Scholarships.
- Rate of pay is based on Rockhurst University's federal work-study policy.
- Students who withdraw their enrollment from Rockhurst University are no longer eligible for the program and must immediately notify financial aid and the CWS administrators.

Students who do not follow the outlined policies and procedures may be dismissed from the CWS program.

Procedure for Employment

- Complete the online application for CWS employment.
- Schedule an interview with CWS administrators.
- Provide the following items at the interview:
 1. federal work study verification
 2. Rockhurst University ID
 3. Current Class Schedule
 4. Proposed Work Schedule
- Choose a first-choice and second-choice work site.
- Sign community work-study agreement which will include the student's proposed work schedule.
 1. Student must agree to remain at their selected work site the entire semester.
 2. Special circumstances for transfer to another site will be given on a case-per-case basis.
 3. Students may continue at their selected site for the entire academic year.
 4. Students must reapply each academic year.

Procedure for Time Card Approval

- Follow the time card schedule. Time cards must be turned in on time.
- Time cards will be signed by Community Work Study administrators if the following requirements are met:
 1. The supervisor at the community work site must sign verification of work form for each time card due.
 2. The student must check-in with a CWS administrator via e-mail at least once per pay period. This may include a response or reply to an e-mail sent by a Community Work Study administrator. E-mails may be sent to cws@rockhurst.edu.
- Students are required to follow the Rockhurst University work-study time card policy. Time cards must be signed and sealed by a Community Work Study administrator.