



Using My Work-Study Award

What is work-study?

Work-study is awarded by the Financial Aid Office as part of your financial aid package. It allows you to earn money for your educational expenses. Work-study funds are part of the Federal financial aid programs.

How do I find a work-study position?

A listing of all current student jobs is available on the SIT website (<http://graduate.sit.edu/sit-graduate-institute/pn/current-students/mysit/>). You will need to apply and interview for any position you are interested in, with the person listed on the job posting. A resume may be required as part of the interview process.

How will I be paid?

Students are paid through a bi-weekly payroll process, and only for the hours they work. The current minimum wage for the Vermont campus is \$10/hour, for on campus jobs. The Vermont Community Service jobs will have the wage of \$12/hour. Students may use their earnings to cover day-to-day expenses, purchase books, or other personal expenses related to being a student. A pay schedule is included with your informational packet.

Are work-study jobs only on campus?

No, work study jobs are available both on and off campus.

What happens to the money if I don't earn all of my fall semester funds?

Any remaining funds from the fall semester will roll over to the spring semester. Any unearned funds at the end of the spring semester will be forfeited.

How do I know how much to work in my work-study job?

Students average 7 - 8 hours per week working at their jobs. You and your supervisor will work together to determine a schedule that works best for both of you.

When is the last day I can work?

It is the last day of the academic year, which is May 26, 2017.

What are my next steps after I am offered a work-study job?

Students must complete all of the required paperwork before they can begin working. All of the forms are available on the MySIT and from both the Financial Aid and Human Resources Offices. Use the checklist to assist in completing the forms. Complete only the areas in bold on the Student PN form, and have your supervisor sign the form. Once all your paperwork is complete, bring it to the Financial Aid office.