

WORK-STUDY CALENDAR 2009-10

June 2009	Students are awarded Financial Aid (Grants, Loans, Scholarships and Work-Study)
July 1, 2009	Deadline to submit annual work-study job descriptions for the upcoming academic year.
July 21, 2009	Student Financial Services accepting Student Employment Authorization Forms (SEAF) for students that you wish to rehire from 8/07/08-5/5/09 (Fall and Winter). SEAFs are required for ALL students you plan to rehire even if they worked over the Summer. Termination forms are not needed for students who worked in the summer as all students are required to re-apply for financial aid and their work-study eligibility will be checked again.
August 11, 2009	Last day of the summer and last day a student should work for the summer unless a SEAF that was required on July 31 st was submitted and is pending approval due to pending summer grades. If a SEAF is not submitted by July 31, the last day of employment must be on August 11th. For the days of August 12 th and 13 th , we will allow students to work until we can check their full eligibility and approve them to work providing a SEAF was submitted to our office and is pending.
August 12, 2009	Summer grades available. Processing submitted SEAFs for fall and winter for students continuing in the work-study program as of August 11 th .
August 15, 2009	Accepting Employment Packets for new students to the work-study program that you wish to hire from 8/24/08-5/5/2009.
August 24, 2009	First working day for new students in the work-study program.
December 10, 2009	Accepting SEAFs or employment packets for new students you wish to hire starting January 5, 2009. Please make sure that a 2009 W-4 is included in the employment packet for January hiring of NEW students to the work-study program. Since we will not be able to verify fall grades until January 4, 2010, please wait for an approval before you allow students to begin working for winter. Supervisors are not required to submit a new SEAF or employment packet for current students who were previously working for the fall.
December 18, 2009	Last working day for on campus students. Students resume working on January 4, 2010
January 4, 2010	Students who were processed for fall through winter can continue to work unless you receive an email indicating that your student is not registered in at least 6 credits for the winter term and/or does not have a 2.0 GPA. If this is the case, their last day to work would be the day you receive the email from our office.
April 27, 2010	Student Financial Services accepting SEAFs for summer employment (5/06/10-8/11/2010) Termination forms required with the SEAFs for all students who are currently working in your department for the winter and will continue to do so up to 5/5/2010. For the days of May 6 th and the 7 th , we will allow the students to work until we can check their full eligibility and approve them to work.
May 5, 2010	Last day of the winter term and last day a student should work for the winter unless a SEAF for summer was submitted and is pending due to winter grades not yet available. If a SEAF was not submitted, last day of employment must be on May 5 th , 2009.
May 10, 2010	Processing submitted SEAFs for summer.

Reminders:

- Students are required to be in at least 6 credits each term and maintain a 2.0 GPA.
- Please wait for an email or a copy of an approved SEAF before you allow students to begin working.
- In addition to submitting the necessary paperwork for hiring in summer, students are required to be enrolled in at least 6 credits for the entire summer and must complete a financial aid application online at www.fafsa.ed.gov before we can place them to work.
- New students to the work-study program are not allowed to begin working until the first day of classes for the term they are requesting employment.
- Maximum hours in a day a student can work is 7.5 without exceeding the weekly approved hours.
- A pay week is considered from Sunday to Saturday.
- Off campus students in the FWEP program and America Reads program can work up to the last day of the Broward County School Board's calendar.