

Graduate Student Work Policy

PER 7.0

Student Financial Aid

Policy Type: Administrative
Applies to: Student employees

POLICY DATES

Issued: December 2016 [new]
Last Revised:
Reviewed:

Graduate students are eligible for campus employment which is funded by the institution provided the student meets the following criteria.

- Campus Employment not Work Study eligible
- Must complete W-4 in HR
- Limit of \$2,500 earned per calendar year (July-June)
- Graduate students can start work upon the start of their classes each year
- Online graduate students are not eligible for campus work
- Graduate students must be enrolled in 9 hours or full-time status according to their program
- Post Bac students are eligible if they are enrolled in 12 or more hours

Priority for campus employment will be given to undergraduate students. Supervisors should exhaust their options for hiring undergraduates prior to making an offer to a graduate student. Departmental budgets will not increase for the hiring of graduate students unless increased through the budget process.

Graduate students will be paid minimum wage unless differential wages are approved by President's Council.

PROCEDURE (required)

Responsibilities (required)

Position or Office	Responsibilities
Student Financial Services	Determining eligibility

Resources (required for any resource referred to in the policy)

Contacts (required)

Subject	Office	Telephone	E-mail/URL
	Student Financial Aid		FINAID@mountunion.edu

History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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