



Work Study Applicant F.A.Q.s

Q1. What are some of the benefits of NSA work study?

A. *Work study participants earn competitive pay with the additional benefit of not having certain taxes withheld by the government from their paychecks. Participants have the opportunity to work close to home and close to class, saving time and commuting. Students work alongside classmates and college staff, building stronger relationships in a godly community. Work study participants serve the student body at the same time as earning a paycheck.*

Q2. How many hours can students work?

A. *Available work study hours will be determined based on the assigned work study position. The college's limit for work study hours is the maximum federal legal limit - 20hrs/wk when classes are in session and 40hrs/wk when class is not in session.*

Q3. Are College work study students employees or financial aid recipients?

A. *Technically, financial aid recipients. Functionally, employees – work study students are hired, paid, managed, and even fired similarly to regular employees, but without needing state taxes withheld from their pay.*

Q4. How are work study positions assigned?

A. *After the work study application window closes in the spring, applicants will receive a brief questionnaire re: their experience, availability, etc. College administration will use this questionnaire and input from area managers to assign available positions to applicants who appear to be the best fit.*

Q5. What if I miss the work study application deadline? Can I apply late?

A. *If a student wishes to apply for a work study position after the deadline in the spring, they can contact the college bursar directly with their request. They will be instructed to complete a financial aid application and questionnaire. Work study participation will be assessed on a case-by-case basis.*

Q6. Can a student request to be reassigned to a different position?

A. *Yes, however available positions are limited and may already be fully assigned. The college's mission with work study is to provide needed financial support for qualified students while at the same time serving the operational needs of NSA and its student body.*



Q7. What if a student can't work their assigned hours because of academic performance or other legitimate limitations?

A. *The student may request that their manager adjust their work schedule or that an alternative position be assigned, however if no accommodation can be made, the student will be removed from the work study program with the invitation to apply again if their availability changes.*

Q8. What are my responsibilities to the College as a work study student?

A. *The same as an employee of the college. Work Study participants have clearly assigned responsibilities, are expected to be on time, are required to track and report time and absenteeism, and are coached in performance improvement as needed. Poor performance, unimproved after correction, results in dismissal from the work study program.*

Q9. How does the College ensure effectiveness of the work study program?

A. *College leadership collects feedback from work study participants and customers by:*

- i. *periodically surveying managers,*
- ii. *periodically surveying student employees,*
- iii. *assessing service levels on an on-going basis, and*
- iv. *assessing financial benefits to the college and work study participants.*