



LYNN
UNIVERSITY

STUDENT
ADMINISTRATIVE SERVICES

Federal Work Study Program

PURPOSE

The purpose of the Federal Work Study Program is to provide students with a convenient job on campus. Emphasis is on work rather than study, and students are encouraged to work in positions in which they have particular career or educational interests. Please note that a work-study award does NOT guarantee employment on-campus. Priority will be given to those who complete all financial paperwork before the priority deadline of March 1, 2012.

REQUIREMENTS

A Free Application for Federal Student Aid (FAFSA) must be completed each academic year you wish to be considered for financial aid and federal work study. You may complete the FAFSA online at www.fafsa.gov. The priority deadline for applications for the new academic year is March 1, 2012. Any application received after this date may be considered; however, there may be a limited amount of funds and or space available. A student may not begin working until all financial aid documents are received and reviewed by a counselor.

You must complete the Employment Confidentiality Agreement and submit it to the Office of Student Administrative Services (SAS).

You are required to attend a Federal Work Study Meeting with Human Resources. During this orientation you will complete the needed documents for employment at Lynn University. Each student will need to provide “proof of eligibility to work” with such documents as a drivers’ license and social security card **or** a U.S Passport.

Please check in SAS or in Human Resources during orientation for the time and location of the Federal Work Study meeting. Also, check your Lynn email for the announcement of the meeting.

MAXIMUM HOURS OF EMPLOYMENT AND RATE OF PAY

While classes are in session no student may average more than 20 hours per week in any semester that he/she is enrolled without permission from the Office of Student Administrative Services.

The pay rate is \$8.00 per hour and increases depending on each year of service. These funds are paid directly to the student in the form of a biweekly direct deposit into a personal savings or checking account through the payroll office. The money that is earned **IS NOT** deducted from the student’s school bill. This is why the award will not show up on the student’s statement of account. To review your financial aid award, please visit Financial Award Online System at www.lynn.edu/mylynn. All work study employment hours are scheduled around your classes and exams.



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WORK STUDY – CONFIDENTIALITY CONTRACT

The Student Work-Study positions support the Lynn University Administrative function. These positions will have occasion to access individual student information from various records and data files.

For security and confidentiality of records and/or data files, the University has a policy of administering and maintaining student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. As an employee, each student holds a position of trust relative to maintaining the security and confidentiality of these records and must recognize the responsibility entrusted to them. Because conduct on or off the job may threaten the security and confidentiality of these records in any form, each employee is expected to adhere to the following:

1. No one may make or permit unauthorized use of any information in files maintained, stored or processed at Lynn University.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to them by virtue of work assignment.
3. No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of a work assignment.
4. No one may knowingly include in any record or report a false, inaccurate or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.
6. No one is to abet or act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must immediately be reported to a Supervisor.
8. No one is permitted to use the computer for personal communication such as IM, Email, surfing the net, Facebook or other similar applications unless it is required for work and approved by your supervisor.
9. Student worker must wear proper attire at all times. Please check with your department supervisor.

The student worker understands that failure to abide by the above contract is grounds for immediate dismissal from the work position, and may further subject the student to disciplinary action

I have read and will comply with the Lynn University Confidentiality Contract and confidentiality of records and/or data files.

Students Printed Name

Student Identification Number

Students Signature

Date