



February 2007

**SUMMER WORK-STUDY –  
THE APPLICATION IS OPEN!!**

We would like to take this opportunity to remind you that it is that time of year when your students need to apply for summer work-study. To apply for summer work-study, please refer your students to the financial aid channel in CUConnect (<https://cuconnect.colorado.edu>). Our office gives priority to those students who apply by March 15, 2007. For information about summer financial aid, please refer your students to our website at: <http://www.colorado.edu/finaid/summer.html>.

Students do NOT have to be enrolled in classes in the summer in order to be eligible for work-study. However, if they are not enrolled in any classes during summer 2007 term, they must be enrolled the 2007 spring semester **and** the 2007 fall semester. A student not enrolled for summer must be enrolled in fall classes by 5/6/07 or their summer work-study will be cancelled.

It's also not too early to submit an increase request for summer. If your students have already been awarded, you can request an increase from our web site <http://www.colorado.edu/studentemployment/oncamp.html>. We will not be making decisions until mid-April but they will be considered on a first-come-first-served basis.

If your student does not begin working by June 2, 2007, their summer work-study will be cancelled. If they will not begin working by this date and you want to retain the award, please contact our office at x2-7349 or [stdemp@colorado.edu](mailto:stdemp@colorado.edu) prior to June 2.

**I-9 COMPLETION**

If you are sending a student to our office to complete the I-9 form, ***please send the student with the original documents. We cannot accept any photocopies.*** We also have pre-printed I-9 forms available for Student Employment staff and it will expedite our process if you just send the student to our office with their identifying documents without a photocopied I-9 form from your department.

**SUMMER EMPLOYMENT DATES**

Summer will be here before we know it! Student Employment dates for summer 2007 are 5/06/07-8/11/07. Many students will be looking for summer employment after Spring Break, so we recommend that you post your job mid to late March.

Any amount of summer work-study not earned by August 11<sup>th</sup> is cancelled; it does not carry over to next academic year.

**WORK-STUDY AWARDS CANCELLED**

If a student was granted a spring-only work-study award but has no work-study earnings as of the 2/10/07 pay period, their work-study award will be cancelled.

Students will be reviewed by financial aid for reasonable academic progress (RAP) at the end of the spring semester (approx May 18). If it is determined that the student does not meet the financial aid reasonable academic progress standards, their summer work-study will be cancelled and you will be notified.

Students who withdraw from the university cannot continue working after their withdrawal date as student employees unless they have formally been admitted into the Time Out Program, and then they may only work as hourly student employees.

**REMINDER!!**

Although departments are charged only 30% of a work-study student's earnings, the total work-study award reflected on SIS includes both the 30% and 70% portions of the award. When figuring out how many hours a student can work based on their work-study award, take the work-study award and divide by the student's pay rate and then divide by number of weeks that he/she will work in the term.

**STUDENT EMPLOYMENT  
UMC Room 100  
303-492-7349  
[stdemp@colorado.edu](mailto:stdemp@colorado.edu)**

**SUPERVISING TIP OF THE MONTH!**

Evaluate your student employees! Evaluations are a great way to recognize your student employees' hard work, identify areas for improvement, set future goals, and get feedback from them! If possible, have the evaluations tied to pay rate increases when applicable. Take the time to give feedback to your students!