



Albert Einstein College of Medicine

Work-Study Policy

I. Purpose

As a not-for-profit institution, Albert Einstein College of Medicine (“Einstein”) has been authorized by the United States Secretary of Education to participate in financial aid programs authorized by Title IV of the Higher Education Act of 1965 as amended. That authorization includes the implementation of a Federal work-study (FWS) program. This Policy outlines eligibility and requirements for FWS financial aid at Einstein.

II. Scope

This Policy applies to all students at Einstein who are eligible for work-study assistance as described below.

III. Policy

III.A. General

Federal work-study programs work in concert with Einstein Human Resources. Human Resources will coordinate job postings and hiring. Wages will be provided 75 percent by the Federal Government and 25 percent by Einstein.

III.B. Eligibility

Einstein’s Office of Student Finance participates in various financial aid programs. The Free Application for Federal Student Aid (FAFSA) is the primary application for these financial aid programs. Assistance may include scholarships, grants, loans, and work-study. Scholarships and grants are “gift” awards that do not have to be repaid. Loans and work-study opportunities are considered “self-help” awards since repayment or performance of duties is required. The type of aid awarded depends upon the student’s eligibility and financial need and is generally a combination of gift and self-help assistance. Any outside assistance, such as private scholarships, tuition waivers, stipends, and other assistantships that the student receives, also affects the student’s eligibility.

Students must meet several eligibility requirements to be considered for federal funds, including work-study. Students must:

- Demonstrate financial need, as determined by the FAFSA
- Have a high school diploma or General Education Diploma (GED) certification.
- Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. Citizen or eligible non-citizen.

- Have a valid Social Security Number.
- Meet satisfactory academic progress standards set by the Office of Student Finance according to federal U.S. Department of Education guidelines.
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
- Comply with the Selective Service registration, if required.

III.C. Requirements

The student's FAFSA must be submitted by March 15 for the following fall term to be considered for work-study.

III.C.1. Selection of Students

The Policy regarding the distribution of work-study funds is to award monies to as many students as possible. This is accomplished by awarding funds to students that demonstrate the most financial need on a first-come basis.

III.D. Employment

Work-study assignments are to be obtained by the student. [More about how that works.](#) Typically, work should be expected to begin shortly after the school semester starts, according to the student's program schedule.

Employment must be on campus with a department that Human Resources designate as an Einstein department or community service.

The amount of the work-study award as determined by the Office of Student Finance, will determine how many hours the student may work. It is up to the student to ensure their wages don't exceed their award.

III.D.1. Equal Opportunity

Einstein is committed to ensuring equal opportunity with respect to education and employment and does not discriminate based on race, color, religion, age, national origin, sex, or disability. Einstein complies with Title VI of the Civil Right Act of 1964, Title IX of the Educational Amendment of 1973, and other applicable statutes.

III.D.2. Disabled Students

The American with Disabilities Act (ADA) and the Rehabilitation Act prohibits discrimination against qualified individuals with disabilities in ALL employment practices, compensation, benefits, and training. Therefore, employing departments must consider hiring a qualified disabled applicant if they can perform the job with "reasonable accommodations." However, the Office of Student Finance understands that while the typical student employee works about 10 to 20 hours a week, what may be a reasonable accommodation for a full-time employee might be unreasonable for someone working part-time.

Questions concerning the ADA and/or reasonable accommodations should be directed to Human Resources. **Mention reasonable accommodations Policy? It's for students, not employees?**

III.D.3. Employment of Minors

Persons under 18 years of age are restricted from performing certain types of work as outlined in Einstein's xxx minors Policy.

III.E. References

OSF-MAN-2023-001 Work-Study Handbook

IV. Definitions

None.

V. Effective Date

Effective as of: 30 March 2023

VI. Policy Management and Responsibilities

Einstein's Office of Student Finance is the Responsible Office under this Policy. Einstein's Executive Dean is the Responsible Executive for this Policy. Einstein's Assistant Dean for Student Finance is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)

Responsible Executive

Date