



NORTH GREENVILLE
UNIVERSITY
Christ Makes the Difference

OFFICE OF FINANCIAL AID

GENERAL WORKSTUDY POLICIES

The North Greenville Work Study program is designed to assist full-time traditional undergraduate students attending classes on the main campus with attendance expenses and provide work experience for students to help prepare for the job market after graduation.

Effective: Fall 2010 -

Family members may not work together as Supervisor / Work Study.

Students not eligible for undergraduate Work Study include:

- Dual Enrollment, Graduate Students

International students must have a social security card in order to work, and must obtain a letter from the Workstudy Coordinator to pursue a card.

Effective: Fall 2012 -

Students previously dismissed from the Work Study program will be reviewed on a case-by-case basis.

- Students who are dismissed from the Work Study Program have three days from the date of dismissal to appeal the decision to the Work Study Coordinator in writing.
- The appeal will be reviewed with the Vice- President of Enrollment Services and/or the Vice-President of the department involved.

Effective: Spring 2016 -

Students must be **full-time traditional undergraduate students attending classes on campus** to qualify during traditional Fall and Spring terms.

Work Study students that are also employed part-time with North Greenville University may not exceed a combined 29 hours per week.

Faculty and staff must be full-time employees of NGU to request a Work Study.

Effective: Summer 2017 -

Students must complete all responsibilities and tasks of their Work Study position at North Greenville University's campus in Tigerville, SC or in Greer, SC. All Work Study students must be under direct supervision at the time they are completing their Work Study hours.

This policy supersedes all policies established prior to 05/01/2017.

Any questions regarding this policy should be directed to the NGU Work Study Coordinator.