

<b>1</b>	<p>Must be a WA resident.</p> <ul style="list-style-type: none"> <li>- You are considered a resident if you have moved to and lived in WA for over at least a year for some purpose other than solely for attending school.</li> </ul>
<b>2</b>	<p>Complete, sign, and submit your 2019-2020 Financial Aid Award Letter.</p>
<b>3</b>	<p>Complete an Employment Referral Agreement (ERA) every year.</p> <ul style="list-style-type: none"> <li>- You are required to complete an ERA with an SWS-approved employer <u>every</u> academic year (after May 17, 2019). See the Center for Professional Development for SWS job opportunities, and pick up ERAs at our office.</li> </ul>
<b>4</b>	<p>During the Summer:</p> <ul style="list-style-type: none"> <li>- 3 credits or more: May not exceed 19 hours per work week (including exam period). Employer will <i>not</i> be reimbursed for any hours over 19 hours per week.</li> <li>- Less than 3 credits: May work 40 hours a week. <ul style="list-style-type: none"> <li>▪ NOTE: If taking less than 3 credits during the summer, you will not be eligible for student loan and must pay out of pocket.</li> </ul> </li> </ul>
<b>5</b>	<p>During Fall and Spring:</p> <ul style="list-style-type: none"> <li>- Must be enrolled half-time or more.</li> <li>- May only work 19 hours per week (including entire exam period), except during term breaks.</li> </ul>
<b>6</b>	<p>Working full-time are only allowable as follows:</p> <ul style="list-style-type: none"> <li>- During the break after the entire summer exam period ends</li> <li>- Before fall term begins and during winter and spring breaks after the exam period ends (as noted in the Registrar's Academic Calendar)</li> </ul>
<b>7</b>	<p>Begin using SWS on May 20, 2019. Award amount may be revised depending on the final legislative budget and our allocation. The award is for the full academic year (May 20, 2019 to May 15, 2020). If not activated by March 1, may possibly be withdrawn depending on expenditures.</p>
<b>8</b>	<p>Track and budget your work hours in order to extend your employment.</p> <ul style="list-style-type: none"> <li>- Based on the timesheets submitted to our office, the <u>gross</u> pay you earn is deducted at 100% from your award amount until it is exhausted. The State currently reimburses employers 40-70% of gross wages earned.</li> </ul>
<b>9</b>	<p>Petitioning for an increase in the award amount:</p> <ul style="list-style-type: none"> <li>- Allowable if necessary. However, we may only provide limited increases and approval is dependent on your remaining eligibility and the remaining balance of our limited institutional allotment based on expenditures.</li> <li>- SWS funding is designed to offer minimal part-time work in a student's field of study but cannot sustain comprehensive employment situation.</li> </ul>
<b>10</b>	<p>Timesheets are available at the Student Financial Services office (Sullivan 209).</p>
<b>Notes</b>	<p><u>Summer:</u> You may use SWS if not enrolled during summer; however, you must intend to enroll for fall term. See #4.</p> <p><u>Fall/Spring:</u> Less than 8 credits fall/spring has academic progress issues and may result in loss of future financial aid.</p>