

# Quinnipiac

## School of Law

### Public Interest Federal Work-Study Program Application and Handbook

Summer 2019

**Office of Financial Aid**  
275 Mount Carmel Avenue  
Hamden, CT 06518-1908  
Telephone: 203-582-3405  
Fax: 203-582-4062  
E-mail: [lawfinaid@qu.edu](mailto:lawfinaid@qu.edu)  
[www.quinnipiac.edu/law](http://www.quinnipiac.edu/law)

Office Location: North Haven Campus SLE-113

Dear Quinnipiac Law Student:

The purpose of this Handbook is to outline the policies and procedures relative to the Public Interest Federal Work-Study Program offered through Quinnipiac University School of Law.

The Office of Financial Aid encourages you to seek off-campus legal work experience during the summer to enhance your legal education. If you are eligible, Federal Work-Study funds may be available for employment in the public interest if the work is for a federal, state, or local public agency; a private non-profit organization; or a community service organization.

Please review this Handbook carefully and adhere to all application and document deadlines. Federal funding is limited and late applications may not be considered.

If a situation arises that this Handbook does not cover, or if clarification is needed, please call the Office of Financial Aid at (203) 582-3405 or email [lawfinaid@qu.edu](mailto:lawfinaid@qu.edu).

Good luck in finding a summer job that will enhance your legal career and/or fulfill your desire to improve the quality of life in our community.

Sincerely,



Odette G. Franceskino

Director of Financial Aid

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# 1 PROGRAM DESCRIPTION

The Federal Work-Study Program (FWS) is a federally supported financial aid program administered by the Office of Financial Aid at the School of Law. It is intended for students with documented financial need, as authorized by the Office of Student Financial Assistance, Department of Education, under Title IV of the Higher Education Opportunity Act of 2008, and reauthorizes the Higher Education Act of 1965, as amended. The School of Law utilizes this program to finance employment for students who wish to work off-campus through the Summer Public Interest Federal Work-Study Program. Eligibility is determined by the student's 2018/2019 Free Application for Federal Student Aid (FAFSA) application.

# 2 TYPES OF FEDERAL WORK- STUDY EMPLOYMENT

## ***Off-Campus Agencies***

You are strongly encouraged to seek positions related to academic or vocational goals; however, this is not mandatory. You are responsible for arranging your own employment and may work at the agency of your choice provided the agency is a private, non-profit organization; a federal, state, or local public agency; and/or a community based organization. **The work performed must be in the public interest.**

*Work in the public interest is defined as work performed for the welfare of the nation or community, rather than work performed for a particular interest or group.*

## ***Community Service***

Colleges and Universities are required by the U.S. Department of Education to use a percentage of their FWS allocation to fund students who are employed in community service jobs. The School of Law fully supports this initiative and gives priority consideration to students who seek summer positions in community-based organizations.

*Community service is defined as service that is identified through formal or informal consultation with local nonprofit, governmental, and community based organizations as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs.*

## **Community services include:**

- health care
- child care
- literacy programs
- welfare
- social services
- support services to the disabled and elderly
- transportation
- housing and neighborhood improvements
- public safety
- crime prevention and control
- recreation
- rural development
- community improvement
- work in service opportunities or youth corps as defined in Section 101 of the National and Community Service Act of 1990 and service in agencies, institutions, and activities designated in Section 124(a) of that act
- support services for students with disabilities
- tutoring
- support services for educational and recreational activities (includes tutoring and counseling)

## ***Employers***

Following is a list of nonprofit, community service and/or public organizations that have employed Quinnipiac University School of Law students in the past:

- Center for Veterans Advancement
- Center for Children's Advocacy
- Chief State's Attorney's Office
- Connecticut Attorney General's Office
- Connecticut Legal Services, Waterbury
- Connecticut Superior Court
- Connecticut Women's Education and Legal Fund
- Covenant House New York
- Department of Public Health
- District Attorney's Office
- Jane's Due Process
- Lawyers for Children of America
- New Haven Legal Assistance
- New Jersey Public Safety
- New York City Public Service Corps
- North Hudson Community Action Corp.
- Prisoner's Legal Services of NY
- Prosecutor's Office/U.S. Attorney's Office
- Public Defender's Office
- QUSL Legal Clinic\*
- US District Court
- US Environmental Protection Agency

*\*If you use your FWS award for summer employment in the Legal Clinic, you cannot also receive academic credit.*

The following types of employers **ARE NOT** considered in the public interest:

- any organization that has membership limits, such as a credit union, fraternal or religious order, or a cooperative
- any partisan or nonpartisan political activity or association with a faction in an election for public or party office
- an elected official unless the official is responsible for the regular administration of federal, state, or local government
- a political aid for any elected official
- any employer who takes into account a student's political support or party affiliation
- lobbying on the federal, state or local level

**Please Note:** *Overseas placement is not eligible for FWS funding, even if it is non-profit.*

### **Employer Match**

The federal government pays 75% of a student's FWS wages. The remainder is sometimes paid by the employer, if the employer can afford to pay, under what is called the "employer match." If an employer cannot pay the match portion, Quinnipiac University School of Law will pay the remaining 25%. However, the Office of Financial Aid encourages law students to actively seek an employer match from their agency, if possible. This match helps extend the summer funding pool, thus providing the opportunity for more law students to participate in the Summer Public Interest Federal Work-Study Program.

## **3 ELIGIBILITY REQUIREMENTS**

In order to receive work-study assistance and participate in the Summer Public Interest Federal Work-Study Program you must:

- be a citizen of the United States or eligible non-citizen
- be enrolled at Quinnipiac University School of Law
- be registered at least half-time (6 credits) for the upcoming fall semester
- demonstrate financial need according to federal guidelines
- have a valid Social Security Number
- have completed one full year of law school
- maintain satisfactory academic progress as defined by the School of Law
- not be in default on any federal educational loan, not show an unwillingness to repay any educational loan, and not owe any refund on a federal grant or loan
- not be a May or July 2019 graduate
- not have any drug convictions that affect your current eligibility

If you have a registration hold, (e.g. due to an unpaid balance on your Bursar account) you will be unable to register for fall classes. If you are planning to apply to transfer, you should not submit an application for summer FWS. Your FWS award will be cancelled if there is reason to believe that you may not return after the summer.

Although the funds awarded are earned during a period of non-enrollment, federal regulations mandate that every FWS award be considered as part of the total financial aid award package (a resource) for the following academic period (e.g., fall/spring). Eligibility for other aid may be reduced due to the receipt of summer FWS funds.

Students who are enrolled during the summer (excluding the clinic) may receive a work-study award for that term; however, you can only earn work-study funds during the summer period of enrollment (**e.g., May 13-July 3**).

### ***Satisfactory Academic Progress***

Law students must be maintaining satisfactory academic progress in order to qualify for FWS. A copy of the Satisfactory Academic Progress Policy is available in the Office of Financial Aid or on the Law Financial Aid Website. Students who appear to be in jeopardy of not meeting the satisfactory academic progress standards, current G.P.A. below a 2.0, will not be selected to receive a summer FWS award until the grades are published. Unfortunately, since grades are not released until late June, students should have an alternative plan for summer employment in case FWS funds are exhausted by the time the grades are published.

Students who are accepted for FWS funds and are subsequently academically dismissed must terminate their work immediately.

## 4 APPLICATION PROCESS

The application process is student initiated. Using the guidelines listed in this Handbook (Section 2), it is your responsibility to find an off-campus job in a nonprofit, community service, and/or public organization and have a written offer of employment. To verify that a potential employer qualifies for this program, contact the Office of Financial Aid. For consideration in the 2019 Summer Public Interest Federal Work-Study Program, please complete the following steps of the application process by the **April 1, 2019 deadline**. **All noted forms must be returned to the Quinnipiac University School of Law Office of Financial Aid:**

1. Submit a ***letter of intent*** from the employer (see sample in Section 9 of this handbook) with the following information:
  - a. name of employer and name of supervisor
  - b. type of organization
  - c. job description
  - d. beginning and ending dates
  - e. requested hours to be worked
2. Complete and submit the ***Public Interest Federal Work-Study Application*** (see Section 9 of this handbook).
3. Complete the ***2018/2019 and 2019/2020 Free Application for Federal Student Aid*** (FAFSA) on the web, if you have not already done so. The results of the FAFSA from the federal processor must be in the Office of Financial Aid by the April 1 deadline to be considered complete. Make sure you file **early** and allow at least two weeks for processing.
4. Submit the ***requested verification documents***, if selected for verification, as notified by the Office of Financial Aid.

### REMEMBER

All items listed in steps 1-4 above  
must be in the Office of Financial Aid

By

April 1, 2019

## 5 THE FWS AWARD

The Office of Financial Aid will begin sending award notifications to Federal Work-Study recipients beginning **April 22, 2019**. **Be sure to check your QU email for award instructions.** The application process is very competitive and each year the demand for funds exceeds the supply. We will award on a first-come, first-served policy until funds are depleted. Students whose applications are incomplete as of **April 1, 2019**, will be waitlisted and may not receive an award.

**Your award must be accepted before beginning summer employment.** If you do not submit your completed award notification, the funds will be reallocated to another law student.

The hourly rate for the Public Interest Federal Work-Study Program for the summer of 2019 is tentatively set at \$10.50. Your FWS award will be based on the number of hours per week and the length of the summer employment and/or total allocation of funds. It is your responsibility to keep track of your hours worked to ensure you do not exceed your total award. For example, if you receive a work-study award of \$2,500, you can only work 238 hours under this program (2,500/10.50). You may not work more than the total summer allocation unless it is approved by the Office of Financial Aid in advance.

Your total work week should not exceed more than 7 hours per day or more than 29 hours per week. **There is no overtime and you must take and document an hour for lunch each day.**

FWS earnings are taxable income and subject to federal, state, and local tax withholding. Most FWS recipients should qualify for a refund of withheld federal and state taxes if they have no other source of income for the tax year. It is your responsibility to keep track of all taxable income and determine if the earnings will be taxed or exempt from taxation.

You **may not** change employment once funds have been awarded for a specific job and these funds may not be used to supplement a paid public intern position. Each student will be awarded work-study for a single job only. If you are employed at multiple unpaid jobs, choose one for receipt of work-study.

## 6 STARTING SUMMER EMPLOYMENT

Summer employment may begin on Monday, **May 13, 2019**, and must end by Friday, **August 16, 2019**. Coordinate your beginning and ending dates with your employer anytime during that period. Before you begin working, the documents listed below must be on file with the appropriate offices.

- 2019 W-4s, Federal and Connecticut (Office of Payroll)
- Direct Deposit Form (Office of Payroll)
- I-9 Employee Eligibility Verification with appropriate documentation (Office of Payroll)
- FWS Payroll Information Form (Office of Payroll)
- Off-Campus Federal Work-Study Program Agreement (Office of Financial Aid)

All required Payroll forms will be provided during the **mandatory** FWS orientation meeting on **Tuesday, April 23, 2019** between 10:30 a.m. and 4:00 p.m. in the Library Commons.

You may stop by between 10:30 a.m. and 2:30 p.m. to complete your paperwork and review procedures regarding off-campus employment and payroll. Students who have just completed their first year of law school, have not taken LPR (Lawyers' Professional Responsibility) or have

not participated in an externship or clinic must attend the workshop at 3:00 p.m. You will receive more detailed information on the orientation program.

## 7 PAYROLL PROCEDURES

All forms required from both the student and the employer **MUST** be submitted before a paycheck will be issued. Employers should be reminded to return the Federal Work-Study Program Agreement to the Office of Financial Aid as quickly as possible. ***The information will not be forwarded to the Office of Payroll for processing until all documents are received from all parties.***

Federal Work-Study earnings are paid on a bi-weekly basis throughout the summer according to the payroll schedule (see Section 8 of this handbook) which will also be provided at the FWS Orientation along with time sheets. Time sheets should only be submitted for hours earned towards your work-study award. For example, if you have exhausted your work-study award and choose to remain in your job on a volunteer basis, it is not necessary to submit time sheets for those hours.

In order to receive a timely paycheck, please be sure to fully complete your time sheet and submit it by the deadline. Be sure to write your start time and end time and indicate your one-hour lunch period for work days longer than four hours. Remember, you and your supervisor must both sign the time sheet AND they must be submitted in the correct time frame in accordance with the payroll schedule. Incomplete time sheets will be returned and may result in a delay of your paycheck.

**You are encouraged to use direct deposit to ensure timely receipt of paychecks.** Direct deposit forms and information will be available at the FWS Orientation. You will need to have your savings or checking account number with your bank routing number or a voided check to complete the form.

**Please note:** It may take from two to three weeks to get the first paycheck. It is important that you plan accordingly.

## 8 PAYROLL SCHEDULE, SAMPLE TIME SHEET, AND INSTRUCTIONS FOR COMPLETING TIME SHEET

### Work-Study Payment Schedule

Time Sheets are due no later than Monday morning at 8:00 a.m. **Original copies of timesheets must be submitted to the Office of Financial Aid.** Employers can either fax scanned originals to (203) 582-3667 or email to [lawfinaid@quinnipiac.edu](mailto:lawfinaid@quinnipiac.edu) for the pay period; however, the original copies should be mailed or hand delivered to the school at the earliest opportunity. All original timesheets must be submitted before the end of the summer work-study program. Be sure you and your supervisor have signed your completed time sheet and that you have noted your unpaid lunch hour.

<b>WORK WEEK(S)</b>	<b>FAX TIME SHEETS BY 8:00 A.M.</b>	<b>PAY DATES</b>
05/13/19 – 05/18/19	05/20/19	05/24/19
05/19/19 – 06/01/19	06/03/19	06/07/19
06/02/19 – 06/15/19	06/17/19	06/21/19
06/16/19 – 06/29/19	07/01/19	07/05/19
06/30/19 – 07/13/19	07/15/19	07/19/19
07/14/19 – 07/27/19	07/29/19	08/02/19
07/28/19 – 08/10/19	08/12/19	08/16/19
08/11/19 – 08/16/19	08/19/19	08/30/19

\* Time sheets must be submitted for each work week according to the schedule above.



## Instructions for Completing the Student Time Sheet

### Timesheet Website:

<https://myq.quinnipiac.edu/Student%20Life/Student%20Employment/Pages/default.aspx>

On the left under All Site Content, Click on Student Time Sheets, then Click to Download a timesheet and then choose Supplemental Forms and Instructions and select Bi-Weekly Time Sheet to download a timesheet and follow the instructions below.

#### 1. Rename the file and save it to your computer or to a disk.

Review or print the instructions first then click on the tab at the bottom of this page entitled "**Attendance Record**" to access the time sheet.

#### 2. A red triangle in the upper right-hand corner of a cell denotes a comment. Holding the mouse pointer over a cell with a comment indicator will display instructions for that cell.

##### If comments do not display:

Click: Tools, Options, View. Select: Comment indicator only.

#### 3. Select Work Study Type, either Federal or Non-Aid, by accessing the drop-down box labeled "Enter Work Study Type."

Click on the arrow to the right of the cell. Scroll down and click on the appropriate selection.

#### 4. Enter Name, Student ID Number, Department and Job Title.

#### 5. Week Starting Date

Enter Week Starting date as:

mm/dd/yy

example: 02/27/00

All other dates will populate automatically.

**Note: Pay periods begin on Sunday.**

#### 6. Hours Worked

Enter as:

hh:mm followed by am or pm

example:

10:15 AM

**For 12 midnight only enter: 1200**

**Total hours will calculate automatically.**

**Note: If invalid times are entered an error message will display.**

**Click: Retry - to edit; Cancel - to start over.**

#### 7. Review hours for accuracy and print time sheet.

Any noticeable errors may be corrected by hand before submitting to supervisor.

#### 8. Sign time sheet and submit to supervisor.

#### 9. Supervisor reviews time sheet for accuracy, completes account information, signs and prints name.

**For Questions Regarding the Use of this Time Sheet  
Please Contact the Payroll Office at ext. 8208.**

## 9 APPLICATION AND SAMPLE LETTER OF INTENT

# Quinnipiac School of Law

## Office of Financial Aid Summer 2019 Public Interest Federal Work-Study Application

**Submission Deadline: April 1, 2019**

Name: \_\_\_\_\_ QU ID: \_\_\_\_\_ Date: \_\_\_\_\_

Summer/Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Summer/Local Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Year in School **as of July 3, 2019** \_\_\_\_ 2L \_\_\_\_ 3L \_\_\_\_ 4L

Please provide the following information regarding your offer of employment from a qualifying nonprofit, community service and/or public organization for Summer 2019.

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer's Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates of summer employment \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_. Hours per week \_\_\_\_\_

Will you be enrolled in Summer 2019 classes at Quinnipiac? Yes \_\_\_\_\_ No \_\_\_\_\_

Students who are enrolled in summer classes at Quinnipiac (excluding the clinic) have two options. Please indicate your choice below:

Work and receive summer work-study only while attending summer classes. (e.g., **May 13-July 3**)

Work and receive summer work-study in the period before and/or after the completion of your summer classes.

A *Letter of Intent* from the prospective employer must be included with this application, if not, your application will be considered incomplete. Summer FWS is awarded to eligible students with completed, on time applications. Therefore, it is imperative that you submit your letter on time. Late requests for work-study will be reviewed only if funds are available. Please check with the Office of Financial Aid regarding the status of your financial aid application.

A sample of the *Letter of Intent* is included for your convenience.

**Sample Letter of Intent  
Printed on Agency Letterhead**

Date

Odette Franceskino  
Director of Financial Aid  
Quinnipiac University School of Law  
275 Mount Carmel Avenue  
Hamden, CT 06518

Re: Quinnipiac Law Student

Dear Ms. Franceskino:

This letter is to confirm that John Doe, a second year student at Quinnipiac University School of Law, has secured an unpaid summer position with the Sample County District Attorney's Office. Mr. Doe will begin working May 13, 2019, and continue working through the week ending August 16, 2019. His hours will be 9 a.m. to 3 p.m., Monday through Friday with an hour for lunch.

Our office prosecutes all criminal offenses that take place in Anywhere, Connecticut. Mr. Doe will be providing the assistant district attorneys with any assistance they need in trying these cases such as:

His supervisor's name is Denise Benson. The address the federal work-study program agreement should be sent to is:

If you need any further information, you may contact Ms. Benson directly at (XXX) XXX-XXXX.

Very truly yours,

Odette Franceskino  
Director of Legal Hiring