





National University of Health Sciences General Policies

Title: Student Employment	Page	1	of	2
Date Adopted: 02/11/92	Date(s) Revised:			
 _____ President	 _____ Date			

POLICY STATEMENT

National University of Health Sciences (NUHS) participates in the University Work Study Program, which helps NUHS and the student employees financially. Since the work-study program is available and does save the University a substantial amount of money, it must be utilized. Even though some students will not qualify for work-study, all students must follow procedure listed below.

Procedures

Faculty and Staff ("Employers")

The "employer" is responsible for filling out one official Student Assistant Schedule for each student employee. That form must be submitted to the NUHS Registrar as soon as possible, but no later than within the first five (5) class days of the new trimester.

Students must be hired each and every trimester. The "employer" is not to allow any student to work until the paper work is complete. The "employer" does not have authority to allow the student to work without the University's approval.

Student Employees

The student employee is responsible for making certain that (1) the official Student Assistant Schedule is submitted to the NUHS Registrar by the "employer" and (2) the Financial Aid Office has the necessary forms on file for each individual student. The necessary financial aid forms that must be completed by each student are the following:

1. ACT/FFS
2. Tax forms (student and also parent if dependent)
3. Institutional application for financial aid
4. Statement of educational purpose

The four forms listed above, which are the same forms used for loans and grants, should be on file by the last day of registration for the next trimester.

Please note that a student is not allowed to work during the new trimester until all paperwork is completed by the "employer" for that trimester. Students must be rehired each and every trimester. The "employer" is also mandated not to allow a student to work until all paper work is completed.

From past experience, the University has found that forms which are submitted late create a lot of extra paper work for the Financial Office and Payroll Department. These late forms have forced the University to use its own funds to meet the student payroll prior to receiving the completed work study forms. The University cannot continue to bear these extra costs, therefore, your help is needed to avoid delays in allowing the student(s) to work and thus pay them for their work.