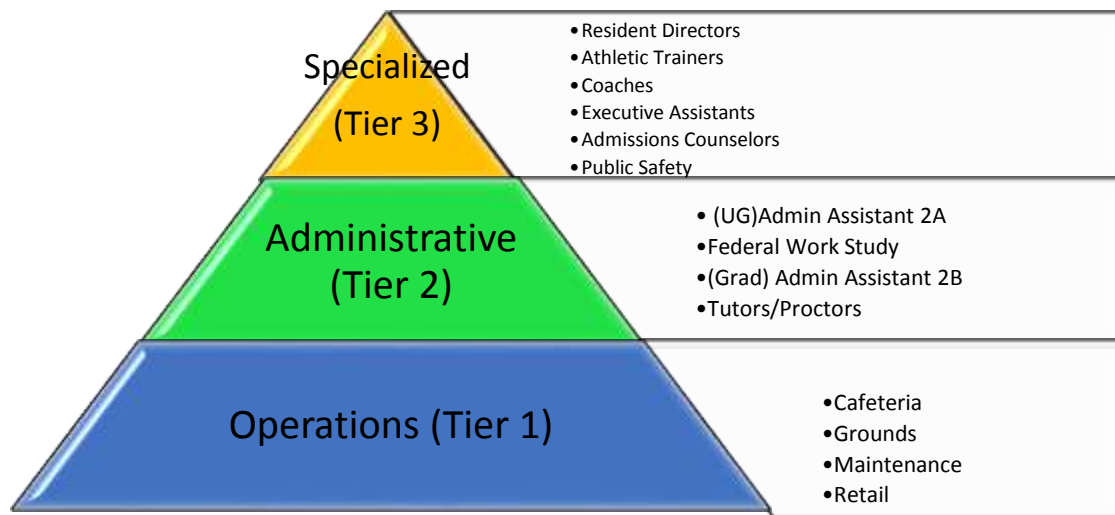


IMPORTANT: CHANGES are coming to the Work and Learn Program.

Recently, you have received a notice informing you that all money earned while working as a student worker, and those directed toward paying for some or all of your tuition in 2015, is considered taxable income. Along with this notice, you received W4 forms to complete. This is one of the steps we have taken to continue to ensure compliance with federal and state (Missouri and Illinois) regulations. Additionally, we have received student feedback that has also provided direction for the implementation of the new student worker model. Please be assured that we are taking the steps needed to enhance your experience as a student worker for Lindenwood while maintaining the education that you have come to expect.

To that end, we would like to introduce the new “**Student Worker Program**” that will be implemented over the next few months. This new program COMBINES the current Work and Learn Program with the Graduate Assistant Program into one unified program, to better meet your needs. **Students will still apply their payment for work towards their business account. However, this is no longer a guaranteed financial award program.** Rather, this program will utilize an employment model.

This employment model is a 3 tier model demonstrated below.



Each tier is designed to serve a particular function, and as such it is paid an hourly wage in accordance with that function. Student workers receive regular biweekly payroll checks. For those that are part time, these funds are applied to the student's LU account through payroll deduction. Working through the Student Worker Program for the university is not a guarantee that a student's tuition will be covered in full, as each position has a set hourly rate related to the work being performed.

Tiers 1&2 are designated for placement. This means that a student worker candidate will apply online to the Student Worker Office, and it is up to the Student Worker Office to determine eligibility and place students in those positions on a first come first serve basis. Candidates are no longer allowed to find their own position. Only those that apply through the Student Worker Office will be placed.

Tier 3 are designated as specialized positions. Most of these positions require a certification, membership in another organization, or specialized skill set. These positions require an interview from the Student Worker Office as well as the hiring supervisor for that position.

We are excited to announce the following changes effective January 1, 2016.

- 1. Student Workers will not be defined by their terms, (5-Term, Semester, Quarter)**
 - a. In other words, a student worker can be hired for available assigned positions for any authorized period of time no matter what type of degree program they are enrolled. Instead, each position will be assigned a maximum number of work-weeks each year. For undergraduates this is typically either 36 weeks, or 40 weeks.
 - b. You can expect to be assigned to the same position you are currently in for 10 hours a week when the new Student Worker Program is rolled out in January 2016.**
 - i. However, all will be expected to reapply in March of 2016 to the new Student Worker Program for a position starting in August 2016.
 1. No position is guaranteed.
 - ii. Starting in January 2016, there will no longer be a Work and Learn Financial Aid award. Instead, a "Work and Learn" will receive an hourly rate that will be processed through payroll and applied directly to the student's business account.
- 2. There are no housing requirements**
 - a. Student Workers are not required to be residents, as long as the position does not require a student worker to be in campus housing.
 - b. Also, a student worker can go from resident to commuter and vice versa with no penalties from the Student Worker Program.
 - i. For more information on how to proceed with housing, please visit Residential Life.
- 3. Two Branches of Student Workers**
 - a. **Federal Work Study-** is awarded to students who:
 - i. Have filed the free Application for Federal Student Aid (FAFSA) and indicate an interest in the Federal Work Study Program
 - ii. Demonstrate financial need (EFC #)
 - iii. Are enrolled and admitted to Lindenwood University
 - b. **Regular Student Worker-**
 - i. This branch is for those that do not meet the Federal Work Study qualifications. There are still plenty of positions that are not designated for those in the Federal Work Study branch.
 - ii. These positions will be available to apply for come March 2016.
- 4. Change in requirements**
 - a. A student can be a student worker as long as he or she is in good standing with the university.
 - b. If students wish to be in the program their very first term at Lindenwood, they simply need to be "unconditionally" admitted. If they aren't, they can apply after their second term.
 - c. To be removed from the program, a student worker can quit, be terminated, or no longer in good standing with the university.
 - i. Any student worker that goes on academic probation will no longer be eligible to participate in the program.
- 5. Most undergrad Student Workers will work a maximum of 15 hours per week. Federal workers will still be assigned 10 hours per week.**

The most important takeaway is that student workers are employees of the university and will be treated as such. We have worked hard to change the program to better fit all members of the university while still adhering to the necessary government guidelines. **The new program is scheduled to be launched January 1, 2016** and the transition will be complete by the end of the Spring Semester 2016. Thank you in advance for your patience and tolerance for change while we move forward with the much improved **STUDENT WORKER PROGRAM**.