**General Conditions and Terms Applicable to any Employment Provided to Students as Part of Their Financial Aid Package**

Work Study is a program that provides funding for college students to work part-time in jobs on campus, at a non-profit organization and government agencies in the local Community. The program recognizes, encourages, and promotes work-learning programs as a valuable experience for students to complement their coursework.

At PIT Work Study jobs are part-time positions. Students in the Federal Work Study program can be eligible to work up to 20 hours per week at an hourly rate determined by the Financial Aid Director. Students and their supervisors determine the number of hours per week the student will work, and it will be sent to the Financial Aid Director for approval. Eligibility for Federal Work Study is specific to each student and is dependent upon their financial aid package, number of credits in which they are enrolled, and the date employment begins.

Students in the Federal Work Study programs can work any term that they are enrolled in as long as they meet the eligibility requirements and funding allows it. Students in these programs can work only during the terms when classes are in session, and during the breaks in between each term, if there is a need for services in that department/organization. They must continue to be eligible for funds and have not exceeded their unmet need.

Hours can consist of anytime during the day/night and any day of the week that the department/organization normally operates. However, the hours scheduled to work must be taken into consideration with the student’s class schedule. Work study students CANNOT under any circumstance work during scheduled class times.