

WABASH COLLEGE

Business Office ♦ P.O. Box 352 ♦ Crawfordsville, IN 47933-0352 ♦ 765-361-6421 ♦ 765-361-6433 FAX

2007-2008 Employment Self-Help Response Form

Student's Last Name (Please Print)

First Name

Middle Name

Street Address

City

State/Zip Code

If Employment Self-Help (ESH), a campus job, was not included in your 2007-2008 Financial Aid Award, disregard this form. If your Financial Aid Award listed ESH as one of your aid resources you must return this form by **June 15, 2007**. **Check the boxes and complete the blanks that apply to your plan to utilize the ESH available to you before you sign, date, and return this form:**

1. I elect not to work a campus job and thereby convert the ESH component of my financial aid award to a cash obligation paid by me and/or my parents (if you select this option, sign and return this form to the address listed above).
2. I will secure campus employment at the beginning of the fall term. I plan to earn \$_____ during the 2007-2008 school year.
3. I choose to convert the maximum amount available to me from ESH to student loan. I understand that any ESH amount that cannot be converted to loan will remain as ESH eligibility in my financial aid award.
Note: your federal Stafford loan/s cannot total more than \$3,500 for your freshman year, \$4,500 for your sophomore year, and \$5,500 for your junior and senior years.
4. I plan to utilize a portion of my ESH to cover my bill (you must complete number 2 above).
 - I authorize the Business Office to set up a **payroll deduction** for the following amount
 - 25% of my ESH earnings
 - 50% of my ESH earnings
 - 75% of my ESH earnings
 - I understand that my chosen percentage of my packaged ESH amount will appear as a pending credit on my bill.
 - I understand that if I have not earned any of my ESH by October 1 that my pending ESH credit will be removed from my bill. That amount will become immediately due to the College. **In that event I also forfeit my ability to apply a pending credit to my spring 2008 bill.**
 - I understand that if I do not earn enough to cover this pending credit by the end of the fall 2007 semester, I will be required to pay the remaining amount in full before the beginning of the spring 2008 semester. **In that event I also forfeit my ability to apply a pending credit to my spring 2008 bill.**

The ESH Program

Wabash Employment Self Help, or ESH, is awarded to students as part of their financial aid package and is a part-time work opportunity. **Only those students with ESH in their Financial Aid Award are allowed to work on campus.** A student will receive a paycheck biweekly when he works an on-campus job. Students generally use this assistance to cover a portion of their educational and personal expenses. **Please note that only the percentage of your ESH that you designate on this form under number four will appear as a pending credit on your bill with the College.**

All students will be paid \$8.00 per hour for campus employment during the academic year. To determine how many hours you will need to work each week to earn your full ESH eligibility, simply divide your ESH amount by \$8.00, then by 30 weeks for the entire academic year. For example, a student packaged with \$3,000 worth of ESH would need to work approximately 12.5 hours per week to earn his full eligibility (\$3,000 divided by \$8.00 divided by 30). The following is a list of maximum hours students are allowed to work each week:

Freshmen	14 hours per week
Sophomores	16 hours per week
Juniors	18 hours per week
Seniors	20 hours per week

How to Secure Your ESH Position

Students are responsible for securing their own jobs. A list and description of positions available within each department is available on **WabashWorks!**, the online system used to manage the campus employment opportunities, managed by the Schroeder Career Center. You will not be required to use **WabashWorks!** if you are being re-hired by a department for whom you worked in the previous academic year.

Required Employment Documentation

If you have not worked on campus before, and you plan to utilize your Employment Self Help eligibility, you must provide document/s verifying your eligibility to work in the U.S. (a requirement of the U.S. Citizenship & Immigration Service). You must present acceptable legal identification, a list of which is provided herein. Please read this list carefully and use it to determine which identification document/s you will bring with you to campus in August. You will need to provide one item from List A, or one item from List B and one item from List C. All documents must be original or official copies; faxes or hospital issued birth certificates cannot be accepted. **You will not be permitted to work for the College until you present the required documents and complete all tax related paperwork.**

I understand that I must complete the requirements listed above before I begin working on campus.

Student's Signature

Date

Parent's Signature

Date

Please return this completed response form to the Wabash College Business Office by June 15, 2007.