If a campus job, Employment Self-Help (ESH), was not included in your 2005-2006 Financial Aid Award, disregard this form. If your Financial Aid Award listed as one of your aid resources a part-time campus job through the ESH program, you must return this form in order to indicate your intentions regarding ESH (check all the boxes and complete all 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).

2. ☐ I choose to convert the maximum amount available to me from ESH to student loan in my financial aid award. I understand that any ESH amount that cannot be converted to loan will remain as ESH eligibility in my Financial Aid Award. Note: Federal Stafford Loans cannot total more than $3,500 for sophomores and $5,500 for juniors and seniors and your Wabash College Signature Select Loan cannot exceed $5,000.

3. ☐ I accept the offer of a campus job and I will make employment arrangements at the beginning of the Fall term. Please check the box which applies to you and indicate the amount of ESH you plan to earn if it is less than the amount you were packaged with for 2005-2006:

   ☐ I plan to earn the full amount of ESH in my financial aid package.

   ☐ I plan to earn less than the full amount of ESH in my financial aid package. Please specify the amount you plan to earn. I plan to earn $______________ during the 2005-2006 school year.

4. ☐ I plan to utilize a portion of my ESH to cover my bill with the College as I have detailed in the worksheet below. To utilize this option you must read and then check the following boxes to indicate that you understand the limitations and obligations of this option.

   ☐ I understand that the first $2,000 of ESH ($1,000 per semester) in my financial aid package must be used to cover books and personal expenses and cannot cover my bill with the College.

   ☐ I understand that if I do not earn enough to cover the portion of ESH I have applied to cover my bill with the College, I will be required to pay that amount in full before the beginning of the next semester.

   ☐ I understand that by utilizing this option I am authorizing the Business Office to set up a payroll deduction based on the percentage of my intended ESH earnings that I have elected to cover my bill.

   **Fall Semester**  **Spring Semester**  **Full Year**

   A. Packaged ESH amount
      $______________  $______________  $______________

   B. Intended ESH earnings
      $______________  $______________  $______________

   C. Amount available to apply to your bill
      $C1 = B1 - $1,000  $C2 = B2 - $1,000  $C3 = C1 + C2

   D. Amount you want the Business Office to apply to your bill
      $D1  $D2  $D3

   Must be less than or equal to $C1  Must be less than or equal to $C2  Must be less than or equal to $C3
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 portion of your ESH that you designate on the front of this form under D1, D2, and D3 will appear as a credit on your bill with the College.**

All students will be paid $7.20 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 $7.20, 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 14 hours per week to earn his full eligibility ($3,000 divided by $7.20 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 Wally Power, the online system used to manage the campus employment opportunities, managed by the Schroeder Career Center. You will not be required to use Wally Power 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 document/s, complete the enclosed Employment Eligibility Verification form, 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 Financial Aid Office by June 15, 2005.*