

# Lewis & Clark Law School

## Career Services Quick Reference Sheet on:

### Work Study Program

Work Study is a form of financial aid for most students who receive federally financed loan packages. Law students receive their awards from Student Financial Services (SFS) at the upper campus of Lewis & Clark College, which administers the student awards. You need to respond to all notices you receive from SFS as soon as possible so as not to jeopardize your status.

#### Who is Eligible?

All returning law students who are applying for financial aid for the following year (first year students are eligible after May 1, 2008) may be eligible. The Student Services Office gives priority to students seeking work study eligibility whose applications are received by February 15 of each year. To apply, call Student Financial Services at extension 7097, and make sure you have filled out a FAFSA form.

#### Who are the Employers?

Typically non-profit or governmental agencies are eligible employers. We have funded organizations in Oregon and Washington, as well as Alaska, Texas, Washington DC, Georgia, Colorado, and other states. Past employers have included DA's offices in several counties, Public Defender offices, City and County Attorneys offices, Washington State Attorney General, US Attorneys offices, Oregon Advocacy Center, Center for International Environmental Law, Legal Aid Offices, and many more. If you find an organization that you want to work for, which is willing to participate in work study, be sure and contact the Career Services Office right away.

#### How do I obtain a Work Study Position?

**First**, you must be absolutely sure that you are eligible for work-study (you must contact Student Financial Services to confirm your eligibility). Most of the work-study positions are with local employers who either post the position with Career Services or interview at the Public Service Career Fair in February. It is the student's responsibility to regularly check the student job postings. Although most employers will post their position in the Spring, other positions may become available throughout the year. Work Study postings are printed in a different color than regular job postings. **Second**, once you have accepted an offer from an employer, you must go to the Business Services Office at the Law School to fill out an I-9 form and other requested forms. Failure to do so may render you ineligible to receive work study and subject the employer to 100% liability for your wages.

#### How will Work Study affect my Financial Aid?

Work study, as part of financial aid, may reduce total loan eligibility, especially for living expenses. The actual result will vary from student to student depending on the individual student's financial needs. Usually students who decide to accept a work-study position wish to reduce the amount of loans they borrow. For details on how work study will affect you specifically, you **always** should call Student Financial Services for advice!

#### What if I have more questions?

For questions about eligibility, or the effect upon your financial aid, call or make an appointment with Financial Services. For other questions talk to Libby Davis, the Assistant Dean for Career Services, or Vicki Nelson, the Assistant Director of Career Services.