

Student Employment Program

A student who demonstrates financial need may qualify for the College Student Employment Program as a part of his/her financial aid package. This award represents funds that can be earned by the student when working on campus at a qualifying student employment position. The Student Employment Journal lists the available student employment positions. Once earned, these funds can be used by the student to pay for outstanding balances on his/her student account or, if the student's account balance is paid in full, for additional spending money.

A student who wishes to apply his/her student employment earnings to the student account balance should complete the bottom half of this page, \$25 of the funds earned will go to the student's direct deposit account each pay period and the remaining funds will be transferred to the Office of Financial Services to be applied to the outstanding balance on the student account.

Please return this form to the Office of Financial Services, Gettysburg College 300 North Washington Street, Campus Box 437 Gettysburg, PA 17325. You may also fax a copy of this form to 717-337-6214.

Please note: Student account balances are required to be paid in full by August 1st and January 2nd each year. A student who is paying his/her student account balance with student employment funds will be permitted to carry a balance on his/her student account that can reasonably be expected to be covered with student employment funds earned during the course of the semester, typically no more than \$1,500 per semester.

I give the Payroll Office at Gettysburg College permission to forward my student employment funds, less the \$25 direct deposit to my personal account, to the Office of Financial Services. I understand these funds will be credited to the outstanding balance on my student account. When my student account is paid in full, the Office of Financial Services will request that the Payroll Office forward all the remaining student employment funds directly to my direct deposit account.

Signature

Name - Print clearly

ID Number

Date