

## STUDENT EMPLOYMENT PROCESS

1. Visit the online student employment website and search for on-campus positions at [www.clarke.edu/oncampusjobs](http://www.clarke.edu/oncampusjobs). The website is updated whenever a new position becomes available.
2. Contact the supervisor directly for any position you are interested in.
3. Once position is secured, stop in Financial Aid to complete all necessary paperwork:
  - Federal I-9 Form
  - Federal & State W-4 forms
  - You will need to bring in necessary forms of identification. Most common are:
    - Photo ID (Driver's License or School ID (originals – no copies will be allowed)
    - Social Security Card or Birth Certificate (originals – no copies will be allowed)
4. Once I-9 & W-4s are completed in Financial Aid, you will be given a Student Employment Work Authorization Form in which you and your supervisor will fill out and return to Financial Aid. A Student Employment Work Authorization Form is required for each position you work and each year. You will receive information at this time on how to log your hours worked through your myinfo. You will also receive a direct deposit form to complete.
5. Once your authorization form is turned in, it is submitted to payroll and will take approximately 2-3 days to update in the system before you are able to enter your time.
6. Students are not able to work more than 20 hours per week all positions combined so if you work multiple positions, you will need to inform all supervisors to ensure your hours stay within the 20 hour maximum.
7. Pay period runs from the 15th to the 14th of the next month and payment is available on the last week day of each month. You can choose to put your check towards tuition or you can spend it as you please.

### QUESTIONS ABOUT STUDENT EMPLOYMENT?

You can access the Student Employment Handbook online at: [www.clarke.edu/studentemploymenthandbook](http://www.clarke.edu/studentemploymenthandbook) or contact:

Nicole Morgan

Financial Aid Loan Coordinator

[nicole.morgan@clarke.edu](mailto:nicole.morgan@clarke.edu)

(563) 588-8144

# PAYMENT OPTIONS:

- **Outside Scholarships**
  - Like us on Facebook: [www.facebook.com/clarkefinancialaid](http://www.facebook.com/clarkefinancialaid) to view posted scholarships
  - Review External Scholarship Sites: [www.clarke.edu/externalscholarships](http://www.clarke.edu/externalscholarships)
- **Endowed Scholarships for freshman**  
[www.clarke.edu/freshmanmeritscholarships](http://www.clarke.edu/freshmanmeritscholarships)
- **Campus Employment** - Students who qualify for federal work study, or students who would like to pursue a campus pay position should visit [www.clarke.edu/oncampusjobs](http://www.clarke.edu/oncampusjobs) to view and apply for on campus positions.
- **Cash, credit card, or payment plan** – Payment Plans and payments can be made online: [www.clarke.edu/studentaccounts](http://www.clarke.edu/studentaccounts)
  - Payment Plans consist of traditional payment plans, additional loans, campus employment, employer reimbursement, Vocational Rehab, TAA, etc.
- **Parent Plus Loan** – a loan in the parent's name for the life of the loan [www.clarke.edu/parentplus](http://www.clarke.edu/parentplus) If parent is denied due to adverse credit, the student may be eligible for an additional \$4,000 in Federal Direct Unsubsidized loan for the year.
  - Note: Parents should begin this process on or after May 15th when made available by the Department of Education. Please be sure to apply for the 2020-2021 academic year; otherwise the loan will not be processed.
- **Private Education Loan** – a loan in the student's name and will most likely require a credit-worthy cosigner [www.clarke.edu/privateloans](http://www.clarke.edu/privateloans)

# HELPFUL TIPS:

- The FAFSA needs to be completed annually each year beginning October 1. Clarke's school code is 001852.
- Students receiving financial aid must maintain Satisfactory Academic Progress as determined by federal regulations and Clarke University.
- Billing statements will be mailed in mid-July for the fall semester and mid-December for the spring semester.
- Textbook charges are not included on your bill. The cost of textbooks will vary depending upon the classes you have registered for. Textbooks can be purchased or rented through the campus bookstore after registration.
- Consult with the financial aid office prior to dropping courses or withdrawing to determine how your financial aid will be impacted.
- Award letters after your first year at Clarke will be available electronically through MyInfo.
- Special Circumstances – If there are circumstances in which a family's ability to pay for a college education have changed (passing of a loved one, loss of a job, significant income reduction, etc.) connect with Clarke's Financial Aid office to discuss possible additional options.

# QUESTIONS?

For additional information and FAQs, please visit our webpage at [www.clarke.edu/financialaid](http://www.clarke.edu/financialaid)

Feel free to contact the Clarke University Financial Aid Office

- (563) 588-6327
- [financialaid@clarke.edu](mailto:financialaid@clarke.edu)