

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

Work-Study Programs Policy

Administrative policy approved November 21, 2023. Effective immediately.

Revision history: Formerly part of the Financial Aid Policies & Procedures Manual; clarifying language and new consecutive two-year hours limitation added when established as a standalone policy in November 2023; technical edits made in February 2026; revised and reorganized in May 2026.

Related policies: Federal Financial Aid Eligibility Policy; Financial Aid Policy; Policy on Employees Working Primarily Outside of California

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A. Program Overview

1. Purpose and funding

Southwestern Law School offers work-study opportunities funded either by the federal government or by Southwestern. These programs are designed to help students meet educational expenses through part-time

employment and, where appropriate, to encourage student participation in community service activities.

2. Earned wages; not loans

Work-study funds are earned by students as they work and are based on the number of hours worked. Work-study funds are not loans and do not need to be repaid.

3. Types of work-study support

Southwestern administers the following work-study or work-study-related opportunities:

- **Federal Work-Study (FWS).** FWS is funded by the federal government and is available to eligible students with documented financial need.
- **Institutional Work-Study (IWS).** IWS is funded by Southwestern and may be available to students who are not eligible for FWS, subject to the availability of institutional funds.
- **Public Interest Law Fund (PILF).** PILF recipients are limited to the award amount listed on their offer letter. The award amount is not negotiable. Students may not increase the amount or earn more than the original award amount. If a student exhausts the grant, any additional work will be considered volunteer work. The Financial Aid Office sends students instructions and hour limits toward the end of their work assignments.

4. Participation by first-year and SCALE students

First-year students are strongly discouraged from participating in either the FWS or IWS program. SCALE students are strongly discouraged from participating in either program before Quarter 3.

B. Eligibility and Required Documentation

1. General employment eligibility

All FWS and IWS student workers must be eligible to work in the United States and must provide required employment documentation before beginning work. Students will not receive payment until their application and all required supporting documentation have been submitted and processed.

2. Required employment documentation

Required documents typically include acceptable identification, including a signed Social Security card, Form I-9, EDD-4, and a current W-4. Additional documentation may be required depending on the student's employment authorization, immigration status, work location, or program requirements.

3. Federal Work-Study eligibility

To be eligible for FWS, a student must have financial need. Financial need is determined based on the student's Free Application for Federal Student Aid (FAFSA) and the student's Cost of Attendance, which is the maximum amount of financial aid allowed for the school year as determined under federal regulations. The student must also be eligible to work in the United States, reside in the United States, and provide a Social Security card.

4. Institutional Work-Study eligibility

Students who are not eligible for FWS may qualify for Southwestern's IWS program, subject to the availability of institutional funds. Students interested in IWS should contact the Financial Aid Office to determine whether IWS funds are available. Certain students may be required to provide documentation verifying employment authorization and eligibility for on-campus employment, including immigration-related documentation when applicable, such as an I-20 or other documentation relating to the student's immigration or employment authorization status.

5. Enrollment and term requirements

During the fall, spring, and corresponding SCALE quarters, work-study employment is allowed only if the student is enrolled in at least five units for the applicable term. Students are not permitted to work FWS or IWS jobs during class meeting times. Student schedules are uploaded into TimesheetX weekly to help prevent work during scheduled class times.

6. Summer employment and transfer situations

Summer employment is allowed even if a student is not completing summer units, provided that the student intends to attend Southwestern during the subsequent fall semester or SCALE Quarter 5. A student who plans to transfer to another school during the summer must terminate FWS or IWS employment as soon as the student notifies Southwestern or the employer of the intent to transfer.

7. Academic probation

Academic probation does not make a student ineligible for work-study employment. However, Southwestern strongly encourages students on academic probation to limit their work hours so they can prioritize academic performance, and this guidance will be communicated directly to the student during academic counseling. A student on academic probation may continue working if Southwestern determines, in consultation with appropriate academic personnel and the supervisor, that the employment is appropriate and does not undermine the student's academic progress. For example, a student may be permitted to continue working as a Research Assistant if the supervising faculty member believes the experience would support the student's academic development.

8. Work location and outside-California approvals

Students whose work-study employment would be performed primarily outside California, but within the United States, must comply with Southwestern's Policy on Employees Working Primarily Outside of California and obtain any required approvals before beginning work. Certain work-study arrangements may be unavailable or may require additional conditions or approvals based on the student's work location, funding source, employment authorization, and applicable law or policy. Employment outside the United States is generally not permitted and may require a separate institutional review and approval process.

C. Securing and Maintaining a Work-Study Position

1. Job listings

Work-study job opportunities are posted periodically on the Financial Aid Office bulletin board and in the Career Services Office.

2. Application and hiring approval

Once a student identifies a potential work-study position, the student may contact the position's supervisor. The supervisor makes hiring decisions, subject to Financial Aid Office review and any other required institutional approval. The student will not be awarded FWS or IWS funds unless the student first submits a specific written request, such as an application, signed by both the supervisor and the student. The application is provided when the student or supervisor emails the Financial Aid Office about the proposed hire.

After a student is selected, the supervisor and the Financial Aid Counselor coordinate to complete the hiring process. Work must not begin before the student is officially hired, all required employment documentation is processed, and all required institutional approvals have been obtained.

3. Job descriptions, pay rates, and payment schedule

The Financial Aid Office maintains job descriptions for each work-study position. Whether a position is paid through FWS or IWS, students are paid a set hourly rate. All wages exceed federal and California minimum wage requirements. Employment earnings are paid twice monthly directly to the student.

4. Position changes

Students who wish to add, change, or terminate a work-study position must notify the Financial Aid Office. Any change in work-study employment must be approved and processed before the student begins work in the new position.

D. Awards, Hours, and Timekeeping

1. Awards and award adjustments

All students hired for work-study positions will be awarded funds in accordance with the position and the student's Cost of Attendance. Awards are based on the student's estimated hours and pay rate as listed on the application. Hours may vary from week to week, and totals and remaining balances are monitored throughout the term.

FWS and IWS funds are awarded on a first-come, first-served basis. If funding for the work-study programs is limited in a future award year, students may be allowed to work up to the amount available per student, based on the number of students active in the program during that award year. Students may request that their FWS or IWS award be increased or decreased at any time, with the supervisor's permission, provided that funds are available and the change is permitted by the student's Cost of Attendance.

2. Weekly and annual hour limits

Eligible FWS and IWS students may work up to 20 hours per week during the fall, spring, and corresponding SCALE quarters, and up to 40 hours per week during the summer. These limits are subject to the student's award

amount, Cost of Attendance, funding availability, enrollment status, class schedule, and any other applicable legal or policy restriction.

Students cannot work more than 500 total hours in each of two consecutive calendar years. For example, if a student works more than 500 hours in one calendar year, the student must work fewer than 500 hours in the immediately following calendar year.

3. TimesheetX and timesheet approval

Southwestern uses TimesheetX to facilitate the FWS and IWS programs. Students and supervisors may log in to TimesheetX, either directly through the TimesheetX website or through Southwestern's Portal, to monitor department and student budgets and to see how many hours remain in the account. Information about TimesheetX is provided to each student upon hire.

Hours entered in TimesheetX are subject to supervisor approval. All timesheets must be approved by the supervisor or someone designated by the supervisor to approve timesheets. When a supervisor is unable to log in to TimesheetX by the deadline, approval may be provided by email and noted on the timesheet. Students who repeatedly fail to submit timesheets by the pay-period deadline will not be permitted to continue in the FWS or IWS program.

4. Annual student-worker hours review

Student-worker hours are tracked throughout each calendar year. Each December, the Financial Aid Office reviews recorded hours to determine each student worker's total hours for that calendar year. The Financial Aid Office will notify any student worker with 500 or more hours in a calendar year that the student must work fewer than 500 hours in the immediately following calendar year.

E. End of Employment and Program Consequences

1. Ending employment or a position

FWS and IWS employment may end at any time for any reason, including when the job or project is complete, when the student ends the position, when the student transfers or otherwise becomes ineligible, or when the student's award is exhausted and cannot be increased because of Cost of Attendance or funding limitations. Students who wish to end a work-study position must notify the Financial Aid Office and the supervisor.

2. Termination for violations or program noncompliance

A student who violates this policy, applicable FWS or IWS rules, work-study restrictions, supervisor instructions, or any applicable off-campus or program-specific terms of agreement may be terminated from the FWS or IWS program by the Financial Aid Office or the supervisor. Students participating in the Public Interest Law Summer Grant Program as a PILF recipient or other off-campus placements must also comply with any applicable program-specific agreement or placement requirements.

F. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.