

MEMO

Date: 05/18/2012

To: Federal Work Study Students & Supervisors

From: Veronica Martinez, Financial Aid Director &
Amparo Mendoza-Patino, Federal Work Study Coordinator

We are happy to announce the availability of work study funds this Summer 2012. If both employers and student workers are interested in this opportunity, employment will be extended until July 20, 2012. In order to work over the Summer 2012, students must meet academic progress standards with Spring 2012 grades AND students must be enrolled in Summer 2012 classes. There is no minimum unit requirement over the Summer.

As we have **limited funds available**, placements will be made until funds are exhausted. We ask for your assistance with the following:

Supervisors:

- Inform your student worker if placement offer can be made over the Summer.
- Email Amparo Mendoza-Patino at amendoza@gavilan.edu to indicate:
 1. If you are able (or not) to continue placement over the Summer. If you are unable to provide a placement over the Summer, Financial Aid will do its best to identify another location for student.
 2. Maximum hours you are offering student over the summer. This information will be very helpful as we determine award offers.
- Refer students to Amparo Mendoza Patino or Veronica Martinez to discuss award offer, and hours. Students **may not** begin working until they have met with Amparo Mendoza-Patino or Veronica Martinez. We will provide an "Authorization Form" with award offers, deadlines, academic progress requirements, etc for student & supervisor.

Students:

- Speak with your supervisor prior to contacting Financial Aid to determine if you have a Summer placement.
- If you are able to work & your employer offers you a placement:
 1. Make an appointment with Amparo Mendoza or Veronica Martinez to discuss award offer, your availability, hours & for "Authorization Form."
You may not work past May 20 without Authorization Form.