

TERMS AND CONDITIONS OF THE BI-WEEKLY STUDENT AND WORK-STUDY APPOINTMENTS

Semester Hour Enrollment Requirement –

- Student Hourly: academic year: one semester hour
- Work-Study: academic year: six hours undergraduate and five hours graduate
summer: six hours undergraduate and three hours graduate
- If a student drops below the required hours or withdraws during the semester, the student appointment will be terminated.

Weekly Work Limitations –

- Academic year: 20 hours per week
- Break periods: 40 hours per week for Thanksgiving break, winter break between fall and spring semesters, spring break and summer break
- Applies regardless of the number of student jobs. The work hours for all jobs must remain within 20 per week.
- Applies regardless of the number of semester hours of enrollment - one class, part-time or full-time enrollment.
- Allows students to work up to 680 hours during the academic year, excluding winter break hours. Students and employers are sent warning notices when the student is nearing the hours limitation. Employment is terminated if the student earns 680 hours before the academic year is over.

International Student Employment Limitations –

- Limited to 20 hours per week for all student employment (hourly and salaried graduate assistantship).
- Questions should be directed to the International Student and Scholar Services, 1111 University Capitol Centre, 319-335-0335, iss@uiowa.edu.

Termination of Student Employment -

- The employing department must file a Termination Report when the student leaves the job.

Worker's Compensation (medical care for work-related injuries or emergencies) -

- UI HealthWorks (3 Lions Drive, North Liberty, Monday-Friday 8:00 a.m. to 5:00 p.m., 319-665-2111
- Non-clinic hour treatment can be received at UI Hospitals and Clinics Emergency Room.

Work-Study (WS) ONLY –

- Meet Satisfactory Academic Progress (SAP) requirements.
- Apply for WS each year by filing the Free Application for Federal Student Aid (FAFSA) and demonstrating financial need.
- Eligible for WS based on the dollar amount of the award. Beginning with Fall 2013, the award will be limited to individual semesters and will not transfer between semesters. When the award is earned, the employer must be willing to pay 100% of the wage or the student must stop working. Emails will be sent to the student and employer when the student is nearing the WS eligibility. Supervisors can track the WS earnings on the epersonnel file in Self Service.

**Student Employment
Room 213 Calvin Hall
University of Iowa
Iowa City IA 52242-1315
student-employment@uiowa.edu**

(319) 335-1460

**Office Hours
8:00am-noon, 1:00pm-4:30pm Monday-Friday**