

4/22/2021

Greetings Work Study Supervisors,

This is a reminder, the Work Study Program is now accepting Work Study New Hire and Rehire requests for the 2021-2022 academic year. All 2020-2021 Work Study Clearances will end on or before June 30, 2021. **Students are not allowed to work beyond their clearance end date or June 30th (whichever comes first) without a new 2021-2022 Work Study Clearance.**

If you have a Work Study student that you want to rehire for the 2021-2022 academic year (7/1/21 – 6/30/22), you must submit the "[Work Study Supervisor Work Status Report/Rehire Request](#)" form. If you want to hire a new Work Study student, you must complete the "[Work Study Supervisor New Hire Request](#)" form. These forms are available on the [Work Study Information](#) web page under "Supervisor Forms" at the bottom of the page.

Submission of the new hire or rehire request form does not guarantee a student will be approved for work. Students must submit the 2021-2022 FAFSA and all documents necessary to complete their Financial Aid file in order to be considered for the 2021-2022 Work Study program beginning July 1, 2021.

Please note that as the supervisor, you must ensure that your Work Study student complies with all safety standards required to protect against the spread of COVID-19. Napa Valley College does not provide PPE, so students must bring their own appropriate face covering to campus.

Once your request form is received and processed, the Work Study Coordinator will communicate to you and/or your student of any additional instructions to complete the work clearance process. Remember, Work Study students **ARE NOT ALLOWED TO WORK AFTER JUNE 30TH WITHOUT AN APPROVED 2021-2022 WORK STUDY CLEARANCE.** If you have any questions about the Work Study hire/rehire process, please contact the Work Study Coordination Team at work.study@napavalley.edu.

Sincerely,

Work Study Coordination Team

Note: This email was sent to all Supervisors these days:

4/22/2021

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5/28/2021