

## Join the PLU Work Study Program

Government agencies, private corporations, small businesses, and non-profit organizations can apply to the Pacific Luther University State Work Study Program (SWS). Employers enter into an agreement with PLU, allowing them to hire students who are eligible for WA state work study. In this program, the state reimburses employers for at least 40% of a student employee's gross earnings allowing employers to work with talented, motivated students at a lower cost.

### Sign Up

Get started by submitting a [contract](#) and [job description](#). PLU reviews the documents to verify that the position fits within the guidelines of the SWS program and is a good fit for our students. Once approved, the employer can post positions to our Opportunities Board and recruit students according to their normal hiring practices.

### Hire a Student

Once a job offer has been extended, the student and employer fill out the [State Work Study Employment Referral / Agreement form](#) and submit it to the Student Employment Office. The student can begin working once this form has been signed by the Student Employment Office. Students are paid for their work according to the employer's standard employment practices.

### Get Reimbursed

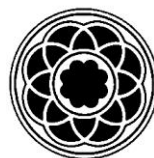
Students demonstrating financial need are awarded a specific SWS award amount based on their FAFSA. The award represents the maximum gross wages for which an employer may be reimbursed. Employers may request confirmation of award eligibility as part of the job application process.

At the end of each pay period, the employer submits a time sheet to PLU for reimbursement of a percentage of the paid wages. The reimbursement rate is 70% of gross wages for non-profits, 60% for government agencies, and 40% for private companies. Continuing employment after the reimbursement maximum has been reached is optional.

### Questions?

PLU's students work with government agencies, for-profit corporations, small businesses, and non-profit organizations. The state bars any business or organization involved in political or religious activity from participating in the State Work Study (SWS) program. Additional information about the program and a link to each of the required forms is available [here](#).

If you have additional questions, please contact Karen McMahon at 253-535-8786. Completed forms may be submitted to Karen McMahon at [mcmahokk@plu.edu](mailto:mcmahokk@plu.edu). Links to all forms referenced in this document can be found at [plu.edu/studentemployment/work-study-eligibility/](http://plu.edu/studentemployment/work-study-eligibility/).



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