



## Join the PLU Work Study Program

The WA State Work Study Program reimburses employers for 40 – 70 percent of a student employee's gross earnings, allowing employers to work with talented, motivated PLU students at a lower cost. Government agencies, private companies, small businesses, and non-profits can apply to the Washington State Work Study Program.

PLU's students are employed in Work Study positions throughout the South Sound. The state does not allow businesses or organizations involved in political activity to participate in the program. We recommend that all Employers new to the Work Study program read the state's [Employer Handbook](#) to learn more.

### How it Works

- Students are offered a Work Study award amount based on their FAFSA. The award represents the maximum gross wages for which an employer may be reimbursed.
- Employers sign up to participate in the program by submitting a [contract](#) to [studentjobs@plu.edu](mailto:studentjobs@plu.edu).
- Employers recruit PLU students by posting the Work Study job to our [Opportunities Board](#). We recommend that employers require proof of WA State Work Study from all applicants. (*Federal work study is not eligible for reimbursement.*)
- Employers hire students and submit a [Referral Agreement](#) and [Job Description](#) to [studentjobs@plu.edu](mailto:studentjobs@plu.edu). Once these forms have been approved, the student may begin working.
- Employers pay students according to their standard employment practices. Following each pay period, employers submit a [time sheet](#) to PLU Student Employment to request reimbursement from the state.

### Reimbursements

The reimbursement rate is 70% of gross wages for non-profits, 60% for government agencies, and 40% for private companies.

### Questions?

If you have additional questions, please contact us at (253) 535-7415. Completed forms may be submitted to the Student Employment Office at [studentjobs@plu.edu](mailto:studentjobs@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/).