



## **Presbyterian College**

### **Student Employment Handbook**

#### **Office of Financial Aid**

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## INTRODUCTION

Dear Student Employee,

Welcome to the PC Student Employment Program! Our student employees are a vital part of the service that we provide to the College and we are happy to have you as a part of our team.

This official student handbook has been compiled to inform our student employees about departmental policies as well as provide support documentation to the training that you receive.

All policies are subject to improvement and revision at any time. An up-to-date version will always be available on our Student Employment webpage.

We hope you find these materials to be useful. Should you have any comments, concerns or questions please feel free to contact the Office of Financial Aid.

You are a valued member of our campus and we hope your time with us is both productive and enjoyable.

Sincerely,

Tiara Jones  
Assistant Director of Financial Aid, Work-Study Coordinator

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## PRESBYTERIAN COLLEGE STUDENT EMPLOYMENT

Presbyterian College offers many opportunities for on campus employment through both College and Federal Work-Study positions. Students are eligible to work part-time on campus and in a variety of settings. Working on campus can provide valuable career experience in addition to helping to offset education expenses. This handbook should act as a guide for the Student Employment Program at Presbyterian College. Questions or problems should be directed to Tiara Jones in the Office of Financial Aid at (864) 833-8302 or [workstudy@presby.edu](mailto:workstudy@presby.edu)

*Presbyterian College reserves the right to revise procedures contained within in this handbook.*

*It is the policy of Presbyterian College that each qualified individual, regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, or handicap have equal opportunity in education, employment or services of Presbyterian College.*

## STUDENT EMPLOYMENT ELIGIBILITY

To be eligible to work, a student must be admitted to Presbyterian College and enrolled full-time (12 credit hours). The only exception to this enrollment requirement is during the summer, in which case the student is not required to be enrolled in classes.

Student employees must be meeting Satisfactory Academic Progress (SAP) requirements. Should you no longer be meeting SAP, you immediately cease to be eligible to work. If you submit a SAP appeal and it is approved, your student employment eligibility is contingent upon meeting the conditional requirements of the appeal while you are on probationary status. For those students who do not appeal, you may regain access to work if you self-correct at the end of a semester. For more information on the SAP requirements, see the Academic Catalog.

## FEDERAL WORK-STUDY

Students who are employed and paid under the Federal Work-Study Program must demonstrate financial need by having completed the FAFSA. Anticipated earnings are not applied to student accounts. Rather, students are paid by check monthly and are paid a wage per hour. These earnings may be applied to the student's account by notifying the Office of Financial Aid or the Office of Student Accounts.

A Federal Work-Study award does not mean that you are guaranteed a certain amount of earnings, but that you may earn up to a specific total for the academic year. Other factors are used to determine the period of time a student is eligible to work, i.e. budget restraints, federal allocation, number of students with need, student's unmet need, etc. Students who work off campus could be asked to stop working earlier than the end of the semester because of some of these circumstances.

Students who have been awarded Federal Work-Study on their financial aid award will be notified during the summer of additional information required to secure a job. Federal Work-Study is considered part-time employment; therefore, the wages earned are subject to federal and state income tax.

### Confirm Your FWS Award

**If you want to confirm the amount of your FWS award, you can login to the College's BannerWeb website**

- **Select "Financial Aid"**
- **Select "Financial Aid Summary"**

- **Go to the Offer Tab**

**To use your FWS funds, you must first accept your FWS award in BannerWeb by clicking “accept “on the page. If you have questions about your financial aid package, or the amount of your FWS award, you should contact the Office of Financial Aid.**

**Once the Federal Work-Study award amount has been earned, the student will have to stop working.**

### **COMMUNITY SERVICE OPPORTUNITIES (FOR FEDERAL WORK-STUDY STUDENTS ONLY)**

In order to create a culture of service, improve the quality of life for community residents and create a community that addresses its needs together while providing work-learning experiences for students, we are pleased to offer a limited number of community service student employment positions for interested students. Presbyterian College has made a strong commitment to involvement in its local community, and in doing so, has created a number of exciting and interesting student employment positions

Community service positions that might be available are:

Clinton & Laurens YMCA

Thornwell

Clinton Public Library

South Carolina Empowerment Centre

**Community Service positions pay \$12.25 per hour.**

### **COLLEGE WORK-STUDY**

Students who are not eligible for employment under the Federal Work-Study Program may choose to seek employment through departments that hire college work-study students. Students interested in this option can visit the Office of Financial Aid to speak with our staff or view the job postings on [Handshake](#) to see which departments may be hiring for college work-study positions.

Students are not guaranteed to be approved for College Work-Study.

If a student is interested in off-campus employment (not connected with the Federal Work-Study Program), they may contact the Office of Career & Professional Development and Student Success to obtain a list of those available positions.

### **SUMMER STUDENT EMPLOYMENT**

Summer employment is available to eligible Presbyterian College students. Students are not required to be enrolled in summer sessions to work during the summer. The same policies and procedures that student employees and their supervisors must follow during the academic year apply during the summer.

## FINDING A JOB

**\*A student CANNOT begin work until given approval by the Office of Financial Aid.**

The Office of Financial Aid collects and posts job descriptions from on campus departments and offices for students to view. The open positions are listed on [Handshake](#). This is done on a continuous basis but primarily before the beginning of each semester. There are a variety of jobs available; you may choose which positions to pursue, please note to be eligible for off-campus positions, the student must be eligible for Federal Work-Study.

Once you have been awarded Federal Work-Study or College Work-Study, you can begin the process of securing a student employee position. If you need to know if you are eligible for Federal Work-Study or College Work-Study, please contact the Office of Financial Aid.

Students find their own jobs at Presbyterian College; they are not assigned to specific positions. This gives each student the flexibility to find the type of position that best fits their interests, experience and class schedule each semester. It is the student's responsibility to initiate the job search and contact prospective employers. However, any student who has tried to find a job and is having difficulty may contact the Office of Financial Aid.

Handshake is Presbyterian College's career platform where you can apply for internships and jobs as well as build a profile that is visible to employers. All available student employment positions will be posted on this site for students to view. You will login using the same user name and password you use for bannerweb.

Once your account has been activated you're ready to search for student employment jobs.

- To access a list of available student employment jobs. Click on "Jobs" on the left side of the home page. This will bring up a list of ALL available opportunities being advertised via the Handshake, not just student employment jobs.
- Click on "On-Campus" in the filters section at the top of the page. The jobs will be displayed on the left-hand side of the screen. Click the job title to view the details of the job. Take note of any deadlines and requirements of the job before applying.
- The contact information for that specific job is located in the posting.

\*For most jobs' students do not apply on Handshake, but via email using the supervisor's contact information. Some on campus areas that hire student workers are:

Academic Offices/Departments	Library
Administrative Offices	Music
Athletic Teams	Special Events
Campus Police	Sports Information
Sports Medicine	Springs Student Center
Intramural Referees	

On-campus positions pay federal minimum wage per hour unless it is a specialty position as determined by the supervisor and approved by the Office of Financial Aid. **Federal minimum wage is \$7.25 per hour. An increase in the minimum wage on campus is subject to PC's federal work-study allocation for 25-26.**

## HIRING

We advertise hourly, part-time and summer employment opportunities for Presbyterian College students on and off campus through [Handshake](#). If there is a specific College department that you'd like to work for, you should feel free to contact them to express your interest in working for them, even if they don't currently have a vacancy listed on the Handshake.

Although many employers post vacancies on Handshake throughout the academic year, most job openings are posted at the start of the school year in August and September. Don't wait! Begin applying to positions early.

We recommend that you apply for several positions. The more positions you apply to, the better your chances are of obtaining a job. Applying to just one position and waiting to hear back before applying to additional openings is not a good strategy. If you don't hear back from an employer, follow up no more than a week to reinforce your interest in the position and inquire about your status. Each department determines its need for student employees.

## NEW STUDENT EMPLOYEES

A "new" student employee is defined as any student who has never participated in the Student Employment Program at PC. Congratulations! You got job! The information below explains what you need to do next to get started in your new position at Presbyterian College, whether it is Federal Work-Study or College Work-Study. **All requirements must be completed before your first day of work.**

### Before your first day of work

- Student Employment Authorization Form
- I-9 Tax Form (to be fully complete the student must visit the Office of Financial Aid with proper documents in person per Department of Homeland Security regulations)
- W-4 Form
- Direct Deposit Form (optional)

Students should be prepared to present proper documentation of their eligibility to work and earn a paycheck in the US in order to complete the I-9 Form. These documents include but are not limited to:

- An original Social Security card AND a driver's license/state-issued identification/PC identification card; OR
- An original full form birth certificate AND a driver's license/state-issued identification/PC identification card; OR
- A valid United States passport (additional documentation not required). For a complete list of acceptable documents, please see the last page of the Form I-9 or go to need to put link

Once all forms are returned to the Office of Financial Aid the student's paperwork will be processed and the student and supervisor will be sent an approval email; it will state the estimated hours per week a student can work to earn their entire work-study award.

**Students are not required to work a certain number of hours, and the department may not have enough need for students to work enough hours to earn their entire work-study award**

## RETURNING STUDENT EMPLOYEES

All returning student employees must have approval from the Office of Financial Aid before working, as individual financial circumstances change from year to year. If you are interested in keeping the same job, you may contact your supervisor and both of you complete the Student Employment Authorization Form for the appropriate academic year. No student can begin working without approval from the Office of Financial Aid.

## INTERNATIONAL STUDENTS

To work at Presbyterian College, international students must have a valid immigration status that allows student employment. International students must be enrolled in the minimum credit hour requirements described above to be eligible for student employment and may have additional enrollment requirements based on their immigration status.

### INTERNATIONAL STUDENTS WITH F-1 STUDENT VISA

Your F-1 student status permits you to work on campus at the university that issues your I-20 (Certificate of Eligibility for Nonimmigrant Student Status) while you are enrolled in a full course of study.

**Your PC I-20 is your proof of work eligibility** for part-time on-campus employment at PC only.

If you are interested in employment and have been offered a position, the Office of International Programs can provide you a letter to take to **Social Security Administration (SSA)** to apply for your SSN.

The student will also need to complete the other required student employment documents.

### INTERNATIONAL STUDENTS WITH J-1 STUDENT VISA

If you are interested in employment and have been offered a position, you must request authorization from the Office of International Programs (OIP). The Office of International Programs can provide you a letter to take to **Social Security Administration (SSA)** to apply for your SSN.

The student will also need to complete the other required student employment documents.



## CONDUCT AND PROFESSIONALISM

Taking a job is a commitment. As a student employee, you are expected to:

- Establish a work schedule that does not interfere with your class schedule. You may not, under any circumstance, work during a scheduled class, lab, workshop, or recitation even if it has been cancelled. This is a federal and University guideline that applies to ALL students.
- Notify your supervisor in advance of any changes to your class schedule or other commitments that will affect work availability.
- Be on time for all shifts.
- Take the job seriously and perform at the highest level of your ability at all times.
- Be mindful and respectful of the professional staff's space – do not go into any one's office without their permission.
- Treat everyone (supervisors, fellow employees, etc.) with respect.
- Dress appropriately for the job (some shifts will require a stricter dress code).
- Do not conduct personal business on the job. If you need to attend to a personal matter (phone call/ in-person conversation), please check with a supervisor and excuse yourself from the work area.
- Do not text while on the job.
- Laptop use should never create a barrier to completing job responsibilities.
- Do not invite your friends to work.
- Please use discretion as you may be exposed to confidential information about students, upcoming events, and professional staff members. If you do not know if the information you receive through your course of employment is confidential, please talk to your supervisor.
- **Accurately report the hours you work. Falsifying your timesheet is a federal offense.**
- Provide at least two weeks notice prior to the start of a semester if going abroad.
- If you are a Federal Work Study (FWS) student, keep a personal record of all hours worked.

**Grounds for progressive disciplinary action include, but are not limited to:**

- **Tardiness**
- **Unexcused absences**
- **Disobedience or insubordination**
- **Sloppy or unclean appearance**
- **Carelessness or lack of attention that results in injury to property, person, or public relations**
- **Reluctance or failure to meet job requirements**
- **Unsatisfactory completion of job assignments**
- **Failure to work with the public or co-workers in a courteous, professional manner**
- **Excessive personal distractions**

## **Verbal Warning**

Supervisors and the Work-Study Coordinator are empowered to deliver verbal warnings for minor transgressions. Any verbal warning given by a supervisor should be reported to the Work-Study Coordinator via email. Behaviors that may warrant a verbal warning are listed above.

## **Written Warning**

Supervisors and the Work-Study Coordinator are empowered to deliver written warnings for continued behavior problems.

While it is highly preferred that an individual be subject to a disciplinary process of coaching and feedback, there may be cases where the employee's conduct results in **immediate termination**. Examples of such situations include, but are not limited to:

- Using, or being under the influence of drugs and/or alcohol during your work shift
- Dishonesty or theft
- Breaching confidentiality agreements
- Willful and unauthorized destruction or abuse of property
- **Improper use of a timecard, falsifying hours worked**
- Any act of physical violence
- Violations of the law

## PROCEDURES

### THE TIME SHEET SYSTEM

Students are paid monthly according to the provided schedule. Students are to clock in and out in BannerWeb using their unique login and password. Supervisors will have access to each student employee time sheet via their own BannerWeb. It is required that students complete all the required documents and receive their job approval email before beginning work, or they will not have access to clock in and out. Every student will receive an approval email to start working each academic year, along with instructions for clocking in and out, once a Student Employment Authorization Form is turned in to the Office of Financial Aid.

**\*\*\*A student should not work for pay until an approval email has been received.\*\*\***

**Any student who is working without approval is considered to be volunteering for that department.**

### PAYROLL

Once the student has completed all necessary paperwork and is established in the payroll system, students who are paid hourly are required to report hours through an electronic time sheet in their BannerWeb. The student must record their hours as they work. Students are responsible for submitting their completed time sheet each month. Supervisors are responsible for reviewing and approving your time sheet. The supervisor and the student should keep track of hours worked and ensure that the student is clocking in and out for every shift worked. Both the student and the supervisor should review all time sheets for accuracy.

Students are not allowed to be supervisors for other students. Unapproved time sheets will result in the Office of Financial Aid contacting the supervisor and the student.

Failure to submit or approve timesheets within the provided timeframe delays pay for the student employee and creates more administrative work for several offices. If this occurs, the student's payment for that month will be delayed until the next month.

Deadlines for payroll submission and payment dates are below:

### PAY PERIODS/PAYCHECK ISSUE DATES

- Pay periods run from the 16<sup>th</sup> of the month to the 15<sup>th</sup> of the next month.
- All time sheets are finalized on the 15<sup>th</sup> day of the month. If the 15<sup>th</sup> falls on a Saturday or Sunday, the student is still responsible for submitting their time sheets on time.

Student employees are paid once a month on the last working day of each month. See the payment schedule for 2025-2026 below:

Fall 2025	
Pay Period	Pay Date
Jul. 16 - Aug. 15	August 29th
Aug. 16 - Sept. 15	September 30th
Sept. 16 - Oct. 15	October 31st
Oct. 16 - Nov.15	November 28th
Nov.16 - Dec. 15	December 19th

Spring 2026	
Pay Period	Pay Date
Dec. 16 - Jan. 15	January 30th
Jan. 16 - Feb. 15	February 27th
Feb. 16 - Mar. 15	March 31st
Mar. 16 - Apr. 15	April 30th
Apr. 16 - May. 15	May 29th

Summer 2026	
Pay Period	Pay Date
May. 16 - Jun.15	June 30th
Jun. 16 - Jul. 15	July 31st

## GETTING PAID

Students are paid via paper check or direct deposit. If a student does not wish to sign up for direct deposit, their pay checks are placed in their student mailboxes in Springs Student Center. Pay checks for December and May are mailed to the home address on file unless otherwise specified, instead of being placed in the student's mailbox.

### Direct Deposit for Student Employees

- Student workers can take the hassle out of picking up their pay check.
- Full service Direct Deposit automatically deposits your pay check into the bank account you select.
- **HIGHLY RECOMMENDED**

**How to enroll . . .** To sign up for full service Direct Deposit, complete an enrollment form obtained from the Work-Study Coordinator in the Office of Financial Aid accompanied with a voided check or letter from the bank that verifies the student's full name and account numbers.

\*Once you sign up for Direct Deposit, it remains active until you notify the Office of Financial Aid otherwise. If you close your account or change your account to another bank, you **MUST** notify the Office of Financial Aid to make changes and/or updates.

## PAY STUBS

We strongly encourage you to keep track of the hours you work and verify that your paychecks are correct. Your total hours worked multiplied by your hourly wage rate should equal the "gross" amount shown on your pay stubs for each pay period. Pay stubs are always available for you to view in GMS BannerWeb regardless of whether you have elected to have your pay check directly deposited to your bank account or you receive paper checks.

You are able to view your pay stubs in BannerWeb by:

- Clicking the "Employee" tab on the BannerWeb homepage
- Click All Pay Stubs

## Are there Problems with Your Pay Check?

You should immediately report any problems with your pay check to Tiara Jones in the Office of Financial Aid. The Office of Financial Aid staff will work directly with you and your supervisor to quickly resolve any payment problems.

## RULES AND REGULATIONS

### FEDERAL WORK-STUDY STUDENTS

Once the Federal Work-Study award amount has been earned, the student will have to stop working. The Office of Financial Aid will notify the student and supervisor upon the student reaching their maximum award. Also, if the total federal allocation has been spent, then the student and supervisor will be notified that the student will have to stop working. The maximum earnings a student may have per academic year is listed on their financial aid award letter.

### INTERNSHIPS

Students can be paid for on-campus internships. Approval is subject to the department's approval based on their allocated budget.

Students eligible for Federal Work-Study can be paid for off-campus internships if the employer is an approved off-campus partner of the PC Student Employment Program.

Internships are defined by if a student is earning academic credit hour while working.

### POLICIES ON WORKING HOURS

Meeting employment responsibilities is important, but academic studies should always be a first priority for Presbyterian College students.

**Students are not permitted to work during scheduled class times.**

While classes are in session, students may work up to a **maximum of twenty (20) hours** per week. During academic breaks and/or the summer, students may be allowed to work additional hours not to exceed 39 hours per week.

**Pay Only for Time Worked: As an hourly student employee, you will be paid only for actual time worked.**

Students are paid on an hourly basis only, under an "hour's pay for an hour's work" arrangement. Students may not be compensated for benefits such as sick leave, vacation, and holiday pay. You should contact your supervisor to report that illness prevents you from coming to work as scheduled and talk to your supervisor to find out if it is possible to schedule other hours to make up the missed time.

With permission from your supervisor, you are permitted to work on days when the college is closed for a holiday or inclement weather event. You must request permission from your supervisor before working on a day that the College is closed for a holiday or inclement weather.

**Example: Students who are managers for athletic teams should note record hours for traveling time or lunch breaks.**

## TAX INFORMATION

All working students must have a Social Security number. If you do not have a Social Security number, you must apply for one with the Social Security Administration.

Except when a student is enrolled in classes, his/her earnings are subject to the FICA tax deduction. FICA tax deduction is deducted in the summer months, **if a student is not enrolled half-time.**

Student's earnings are subject to **all** federal and state taxes. Every student must complete an I-9 form and a W-4 form. These forms are to be returned to the Office of Financial Aid

### W-2

For tax purposes, Presbyterian College will mail you a hard copy of your W-2 on or before January 31. It will include all taxable earnings paid to the student from the previous year through December 31. The W-2 will be sent to your permanent address of record in the College's student information system, so it's important that your permanent address is up to date. To make any address changes, please contact the Registrar's Office.

### **Responsibilities of the Student Employee**

- Before you begin working, you should be certain all necessary paperwork has been completed and returned to the Office of Financial Aid. This paperwork includes the Student Employment Authorization Form, a W-4 Form, I-9 Form, and the PC Student Employment Agreement Form.
- Not Work during scheduled class times.
- You should report to work on time. If you are going to be late or absent, you should always notify your supervisor in advance.
- Student employees should not engage in reading, homework, or other personal business or phone calls during hours of employment.
- Each department/organization may have its own specific dress code. Make certain to check with your supervisor to find what his/her expectations are.
- Act professionally.
- Respect others' privacy and adhere to confidentiality agreements.
- Accurately record hours worked and submit time sheets by the deadline for each pay period.
- If you are Federal Work-Study (FWS) eligible, monitor your wages to ensure that you are not exceeding your FWS award amount.
- Discuss any questions or concerns about your employment with your supervisor.

### **Recommendations for Supervisors**

Supervisors are interested in hiring student employees whose personality, skills and schedule meet the needs of the department/organization.

- Identify the student as a participant in the Federal/Campus Work-Study Program by checking with the Office of Financial Aid.
- Secure basic information about the student's background, training, special skills, schedule and number of hours available.
- Clearly explain job responsibilities, performance expectations, dress codes, and work schedules associated with the position.
- Give the student a timeline as to when you will notify him/her. Delays in decision may cause financial hardship to the student and make it more difficult for him/her to find an available job.

## **Responsibilities for Supervisors**

When you submit a Student Employment Authorization Form for a student, you are acknowledging that you read and agree to comply with the conditions listed in this handbook. By submitting a Student Employment Authorization Form, both you and the student acknowledge their obligation to comply with the regulations and guidelines of Presbyterian College's Student Employment Program. Among your obligations are the following:

- You will not permit students to work until you have received a Work Authorization email from the Office of Financial Aid.
- Complete a PC Student Employment Authorization Form and have on file in the Office of Financial Aid for each student employed in your department/organization. You will complete a new work authorization form for each academic year.
- The student should not begin working until all paperwork is completed in the Office of Financial Aid and the student has been given approval to work. The student information from the completed I-9 form has to be E-Verified within 3 working days of students hire date. This is a federal rule.
- The student employee's electronic timesheet must be approved and submitted monthly to the Office of Financial Aid via BannerWeb.
- The employer should have on file in the Office of Financial Aid a written job description for each student position within their department.
- The employer should provide training and supervise the student to the degree necessary for adequate job performance. The student should also be made aware of important office policies and procedures.
- The employer is responsible for dealing with a student's work-related problems. Do not hesitate to contact our office if you have any questions.
- An employer who hires a student employee shares responsibility with the student for monitoring his/her earnings to stay within the department AND student budgets.
- You will notify the Work-Study Coordinator of any change in status of any of your student employees.
- You will not permit a student to volunteer for a position that would otherwise be paid.



### **Performance Expectations/Disciplinary Action**

Students are expected to perform their jobs to the best of their ability. If a problem arises, the supervisor should attempt to resolve the issue by speaking with the student first. If the problem continues, the supervisor should warn the student employee in writing at least once. If the problem persists, the supervisor should provide advance notice of termination and the reason(s) to the student in writing, with a copy to the Office of Financial Aid.

Reasons for termination could be, but are not limited to, violation of confidentiality, dishonesty (including falsifying time records), poor work performance, habitual tardiness or absences. If a student is terminated from a work-study position, it is unlikely that the student will be allowed to work another work-study job for the remainder of the academic year.

### **Penalties for Fraud and Other Work-Study Violations**

Student employees should be aware of the following regulations that are published in the December 31, 1980, Federal Register, Section 668.10: “(a) (1) Any person who knowingly and willfully embezzles, misapplies, steals or obtains by fraud, false statement or forgery, any funds, assets, or property provided or insured under any Title Student Assistance Program, including federal work-study shall be fined no more than \$10,000 or imprisoned for not more than five years, or both. However, if the amount so embezzled, misapplied, stolen or obtained by fraud, false statement, or forgery does not exceed \$100, the fine shall not be more than \$1,000 and imprisonment shall not exceed one year, or both.”

### **Thanks to You**

The success of the Student Employment Program relies heavily on the enthusiasm and cooperation of all of its participants. We thank you for participating in this program. Please feel free to contact our office if you have any questions about student employment at Presbyterian College.

\*While the staff does everything possible to place as many students as possible, the Office of Financial Aid cannot guarantee placement of all students. \*

*It is the policy of Presbyterian College that each qualified individual, regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, or handicap have equal opportunity in education, employment or services of Presbyterian College.*

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