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ADMINISTRATIVE HEARINGS

1 Higher Education Services Office

2

3 Adopted Permanent Rules Relating to the Work Study Program

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5 Rules as Adopted

6 4830.2200 APPLICATION AND DISTRIBUTION OF FUNDS FOR GRANTS.

7 [For text of subps 1 and 2, see M.R.]

8 Subp. 3. **Modification of allocations.** The director shall

9 allocate funds equal to a school's estimated need if the

10 estimated need is less than the amount determined by the

11 allocation formula.

12 [For text of subp 4, see M.R.]

13 Subp. 5. **Unused funds.** The school must return funds which

14 the school determines will not be used within 30 days from the

15 date of a request by the director. The director shall

16 reallocate the funds to other participating schools requesting

17 additional funds.

18 Subp. 6. **Reallocation.** The director shall reallocate

19 funds using the formula specified in subpart 2, items A and B.

20 4830.2300 WORK-STUDY GRANTS.

21 A school shall determine if a student is eligible for a

22 work-study grant. To be eligible a student must meet the

23 requirements of part 4830.0100, subpart 5, items B, C, D (as

24 defined in Minnesota Statutes, section 136A.101, subdivision

25 7b), E, and F. ~~The student must also be in good standing and~~

26 ~~making satisfactory academic progress, as defined by the~~

27 ~~school.~~ Priority must be given to students enrolled for at

28 least 12 credits. A student employed during periods of

29 nonenrollment must sign a statement of intent to enroll at least

30 half-time for the next term or provide proof of registration for

31 the next term.

32 4830.2500 CONTRACTS WITH EMPLOYERS.

33 [For text of subps 1 and 2, see M.R.]

34 Subp. 3. **Review and comment.** All contracts signed by the

1 school and employers are subject to review and comment by the
2 director.

3 Subp. 4. **Supervision.** The school, with the employer, must
4 develop for each work-study assignment a program of supervision
5 consistent with the nature of the assignment and the needs of
6 the individual student. Upon request, the school must submit
7 the program of supervision to the director for review and
8 comment.

9 [For text of subp 5, see M.R.]

10 4830.2600 REPORTS BY SCHOOL.

11 The school must collect demographic and program activity
12 data as specified by the director. The school shall provide the
13 director with individual student data upon request.

14 End of year program activity and student data reports are
15 required by the director. The school must correctly complete
16 and submit these reports and any applicable refunds to the
17 director by the first working day after August 9. The director
18 shall withhold the school's subsequent year's allocation if the
19 above deadline date is not met.