Placement Procedures for Continuing Students

Continuing students need to complete and return the required Work-Study Employment Information Form **no later than July 15.** In mid-June, eligible students will be granted access to this form through the “Student Finances Menu” on Cascade. *It is necessary to return the form even if a job has been arranged, so that Career and Employment Services (CES) can confirm the placement.*

If a work-study job was held on-campus during the previous academic year, in most cases that position will be renewed. The position will not be renewed if CES is notified that the student will not be returning, or if the student obtains a new position during the Work-Study Referral Sessions held in May. If the position is not renewed, and arrangements for another job are not made during the spring Referral Sessions, CES staff will prepare an on-campus job referral to an available position based on the skills, abilities, and job preferences listed on the Employment Information Form. *Notice of on-campus job referrals will be available in Cascade the Friday before classes begin.*

**Work-Study Checklist for Continuing Students**

- Review [placement procedures for continuing students](#) and [student employment responsibilities and procedures](#).
- Complete and submit the required Work-Study Employment Information Form **no later than July 15** in order to be included in the academic year work-study program. *Access to this form in Cascade will be granted to eligible students in mid-June.*
- If you are a Washington State resident and interested in changing from on-campus employment to an off-campus work-study position, please state this preference on the form. Review [off-campus work-study jobs](#).
- If you are not interested in participating in the work-study program, notify [Student Financial Services](#).

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**Career and Employment Services**

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