STUDENT EMPLOYMENT POLICY

Northern Kentucky University administers the Federal Work Study Program and an Institutional Student Employment Program.

Northern Kentucky University administers these programs in accordance with the laws, federal and state regulations, and instructions issued by or on behalf of the Department of Education, as well as its own institutional policies.

NKU policy dictates that student workers must be enrolled for at least six (6) credit hours during the fall and spring semester. US citizens are allowed to work a maximum of 25 hours a week during the Academic year and a maximum of 35 hours a week during the summer session. For summer employment the student must have been enrolled in the previous spring or intending to enroll for the upcoming fall semester. International students are allowed to work a maximum of 20 hours a week during the Academic year and must be enrolled for twelve (12) hours per semester.

Students and supervisors must sign their responsibilities form acknowledging the job responsibilities. These forms can be found on the NKU Student Financial Assistance website. If the student does not accept or follow through with the responsibilities list on these forms the student will be jeopardizing further employment at Northern Kentucky University.