

Trinity College

Office of Financial Aid

Interested in becoming an Off-Campus Employer? *

Any off-campus agency or institution that is a public or private, nonprofit, nonpolitical, nonreligious agency located within Connecticut may employ eligible Trinity College Work-Study students provided an agreement is signed with the College and sufficient work-study funds are available. **Federal funds will provide 65% of the students' salary with the participating agency contributing the remaining 35%.** The College will pay the student in full, on a bi-weekly basis, and will bill the outside agency at the end of each fiscal quarter for their 35% portion. The student must be paid at a rate determined in accordance with the student's job description and within the pay scale and range established for Trinity College students. The wages paid to students will reflect Connecticut minimum wage rate. Pay rates range from \$16.35 to \$17.00.

Work performed under this agreement must be in the public interest which will not result in the displacement of employed workers, does not involve the construction, operation, or maintenance of a facility for sectarian instruction or religious worship, does not involve any partisan or non-partisan political activity or association with or work for a faction in an election for public or party office, and does not involve lobbying on the Federal, State, or local level. Work performed in the public interest is considered to be performed for the national or community welfare rather than work performed to benefit a particular group.

If you are interested in this program, please complete and return the Federal Community Work Study Employer Inquiry Form including the supplemental documents mentioned on the form to our office coordinator. Once the information regarding your agency has been received and approved, an official contract and payroll document will be sent to the appropriate agency representative for completion.

Please be advised that a student may not begin working for your agency under the College's Federal Work-Study Program until the contract has been completed and signed by both the agency and the College. You will be contacted by our office and informed when the student may begin working. The student will not be paid under the provisions of the contract for any hours worked prior to the approved starting date or after the approved end date.

If you are interested in this program and would like to discuss any questions or concerns, please contact our office at financialaidoffice@trincoll.edu or 860-297-2046. We would love to work with you!

* This document is effective as of 2/21/2025 and its' contents are subject to reconsideration and review. Updates or amendments may be made as necessary, and any such changes will be communicated as appropriate.