Student Requirements

STUDENT MUST

- Complete a KWSP application.
- Fulfill all employment obligations as outlined by the employer.
- Continually meet all eligibility criteria.
- Notify Murray State University KWSP of any and all changes in status which could affect eligibility.
- Report any program irregularities to the institution.

Student Eligibility Criteria

TO QUALIFY, A STUDENT MUST

- Be a citizen of the United States.
- Be a resident of Kentucky
- Have been accepted for enrollment or be enrolled at least half-time at Murray State University.
- Demonstrate financial need as determined by program guidelines, Murray State University KWSP and KHEAA.
- Be in good standing and be progressing satisfactorily toward completion of education program and have a cumulative GPA of 2.0 or above.
- Not be in pursuit of a major course of study in religion, theology or divinity.
- Priority will be given to undergraduates.

Internships

Some KHEAA eligible students may also be able to pursue academic internship credit for their KHEAA placement. Encourage your KHEAA students to contact the Internship Coordinator to see if enrolling in an internship course is a good fit for them.

Katie Mantooth
Internship Coordinator
Murray State University Career Services
100 Oakley Applied Science
270.809.3804
kmantooth1@murraystate.edu
Overview

The Kentucky Higher Education Assistance Authority Work-Study Program (KWSP) is a joint venture of the Kentucky Higher Education Assistance Authority (KHEAA), Murray State University KHEAA Work-Study Program, employers, and students. The purpose of the program is to provide Kentucky resident students, who are attending approved post-secondary institutions, employment opportunities in career-related positions at work sites in Kentucky.

With funds provided by KHEAA, Murray State KWSP will reimburse employers $2.00 for each hour worked by employees who are Murray State University students and are KWSP eligible.

Employer Responsibilities

**EMPLOYERS MUST**
- Complete a standard Employer Agreement with Murray State University KWSP.
- Provide to Murray State University KWSP a true and accurate Position Analysis for each position filled by an eligible KWSP student.
- Provide eligible KWSP students with a bona fide career-related work experience as determined by KHEAA and Murray State University KWSP.
- Pay eligible KWSP students the prevailing wage rate, which cannot be less than the federal minimum wage.
- Have work sites in Kentucky where eligible KWSP students will be working.
- Comply with all federal and state employment, safety, and civil rights laws applicable to the positions filled.
- Explain to eligible KWSP students their rights and responsibilities.
- Accurately report to Murray State University KWSP the number of hours worked and wages paid to all KWSP eligible students.
- Permit on-site inspection and review of records by representatives of KHEAA and Murray State University KWSP during normal business hours.

**EMPLOYERS MUST NOT**
- Displace employed workers with eligible KWSP students.
- "Employ" themselves.
- Use eligible KWSP students in work and/or work environments that are sectarian in nature or involve partisan or nonpartisan political activity.

Institution Responsibilities

**MURRAY STATE UNIVERSITY KWSP MUST**
- Determine the eligibility of students and ensure they meet all eligibility criteria.
- Determine the eligibility of an employer and have on file an Employer Agreement for each participating employer.
- Advise eligible KWSP students of their rights and responsibilities.
- Verify that eligible KWSP students who are employed are enrolled at least half-time.
- Report program activities to KHEAA on a regular basis.
- Monitor eligibility of the employer and student.
- Reimburse the employer $2.00 an hour for each eligible KWSP student employed.

Contact Us

Alicia Stallings
KHEAA Coordinator
Murray State University Career Services
100 Oakley Applied Science
270.809.3053
astallings2@murraystate.edu
murraystate.edu/hirearacer

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