

Finding a Student Employment Job

Finding a job on campus for some students can sometimes seem impossible. However, with over 5,000 student jobs on campus, there are plenty of opportunities.

Student Employment Services believes that by following these simple procedures and making employment decisions early in the semester, obtaining employment on campus is very doable.

Make sure that you meet the student employment eligibility and enrollment requirements. These requirements can be found in the Student Handbook on the Financial Aid Office (FAO) website at www.siuc.edu/~fao under Student Employment.

Look at the current student employment job posting on the FAO website. Job posting are listed by departments who are interested in Federal Work-Study (FWS) students and by departments who are interested in either FWS students or students who are not eligible for FWS. Since not all departments post their student employment jobs on the FAO website, you are encouraged to contact other departments and inquire about their employment opportunities.

Be sure to review the job description and responsibilities and determine if you meet the qualifications. Do not apply for a job if you do not feel you meet the job requirements. Once an interview has been scheduled you should obtain a work refer-

ral at <http://salukinet.siu.edu/>. If you are an international student you should obtain a work referral at the International Students and Scholars office.

When interviewing for a position be sure to make a good first impression by keeping the following in mind:

- Be on time, presentable, courteous and respectful.
- Communicate your value through your accomplishments.
- Have your work referral, and personal documents that establish your identity and work eligibility with you.

Once you have accepted a student employment job you will need to bring your completed student employment referral and all forms needed to complete the hiring process to the Financial Aid Office, Woody Hall B-300. If you are an international student you need to take your forms to the International Tax Compliance Officer in Miles Hall. Be prepared to fill out a tax card and select a payment method. You can have your paycheck direct deposited into your bank account or pick up a check at the Student Center on the scheduled payday.

Places to Find Employment

Looking for a job? Check out the SIUC Student Employment office's website at www.siuc.edu/~fao/jobs/index.htm. Available 24 hours day, seven days a week, the site makes job searching easy. Students can review Federal Work-Study as well as non-Federal Work-Study jobs, and have access to all the latest job openings.

Inside this issue:

| | |
|-------------------------------|---|
| Securing Employment | 1 |
| Understanding your Bill | 2 |
| Direct Deposit/Work Referrals | 3 |
| Contact Info | 4 |

Refund Disbursements:

- *Fall 2006 refunds should be generated on Monday night, August 14 and should be mailed or directly deposited on August 15 or 16.*

Understanding Your Bill

1. Statement Date: The statement reflects payments, charges, and credits posted to your account as of this date.

2. Payment Due Date: The date by which the payment must be received to prevent cancellation and/or service charge assessment.

3. Bursar Website: In addition to on-line payment options, you may access account information, the billing calendar, tuition and fee schedules, tax incentive information, links to other campus departments, and much more.

4. Billing Address: The student is responsible for maintaining a current address and may update their address on the back of the billing statement, on SalukiNet, or in person in the Bursar's Office. Failure to receive a statement does not relieve you of the responsibility of timely payment of current amounts due.

5. Charges column: Typical charges and credits a student can expect to see on their first bill (amounts are estimated).

6. "Fees Fall 05": These **Non-refundable** fees are charged as a condition of enrollment. Details of all these fees are found on the "Tuition and Fees Link" on the Bursars website

7. "Fall 05 S-T-S Fee and "Fall 05 Student Ins. Fee**":** These are examples of **refundable** fees. They are denoted with two asterisks. If a refund is desired, it must be requested within the first two weeks of classes for the Spring or Fall semesters, or the first week of the Summer semester. For the student insurance refund, contact **Student Health Programs at 618/453-4413** for details.

8. Technology fees: are charged by certain colleges as a condition of enrollment

9. "Student ID Charge": All first time SIUC students are charged a one time fee of \$10.00 student identification charge

10. Lab Fees: Some courses require a lab fee.

11. Billing Message: Varies



12. Total Amount Due: This reflects the **total** amount due on the student's bursar account as of the statement's date.

13. Minimum Amount Due: This reflects the currently due portion of the total amount automatically billed in 4 installments for Fall and Spring, 2 installments for Summer. To take advantage of the maximum number of payment opportunities, you must pre-register and obtain University Housing contract in advance.

For the latest changes and updates to your Bursar account please visit www.salukinet.siu.edu

- Click Access your records
⇒ Enter Student ID & Pin
- Student Account
- Account Records

The website allows you to view the most up-to-date accounting charges.

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|  <p>Southern Illinois University Carbondale Visit us on the web at: www.siu.edu</p> | | <p>Bursar Mail Code 4704 Woody Hall Southern Illinois University Carbondale, Illinois 62901-4704</p> | | <p>1 STATEMENT DATE: 7/09/2005</p> | | <p>PAYMENT DUE DATE: 08/04/2005 2</p> | |
| <p>Bill to:</p> <p>JOE STUDENT 4 123 SALUKI DR. CARBONDALE IL 62901</p> | | | | <p>Refer to the reverse side for additional billing information.</p> <p>Make check payable to SIUC and include student I.D. on check. Please do not send cash.</p> <p>To make a payment online or for additional information visit http://www.siu.edu/~bursar/ 3</p> | | | |
| STUDENT NAME: JOE STUDENT | | STUDENT I.D.: 999-99-9999 | | TOTAL: 22.00 | | TOTAL: 22.00 | |
| EFFECTIVE DATE | | DESCRIPTION | | CHARGES | | CREDITS (CR) | |
| 07/05/2005 | CHAF E-C | 11455 | 5 | 22.00 | | -22.00 | 22.00 |
| 07/04/2005 | CHAF FALL 05 PREPAYMENT | 11493 | | | | 0.00 | 0.00 |
| 07/05/2005 | HOUSING ROOM & BOARD E-C | 10500 | | 2780.00 | | | 2780.00 |
| 07/04/2005 | HOUSING FALL 05 PREPAYMENT | 10904 | | | | -303.00 | 2477.00 |
| 07/06/2005 | FEES FALL 05 | 22600 | 6 | 566.30 | | | 3043.30 |
| 07/06/2005 | FALL 05 S-T-S FEE** | 22606 | 7 | 3.00 | | | 3046.30 |
| 07/06/2005 | FALL 05 STUDENT INS. FEE** | 22609 | 8 | 174.20 | | | 3220.50 |
| 07/06/2005 | FALL 05 COBA TECHNOLOGY FEE | 22615 | 8 | 72.00 | | | 3292.50 |
| 07/08/2005 | TUITION FALL 05 | 23699 | 9 | 2655.00 | | | 5947.50 |
| 07/06/2005 | STUDENT ID CARD CHARGE | 40219 | 10 | 10.00 | | | 5957.50 |
| 07/06/2005 | C/P SCREENING FEE | 46132 | 10 | 10.00 | | | 5967.50 |
| 08/12/2005 | FEDERAL DIRECT SUB LOAN | 89361 | | | | -1294.00 | 4673.50 |
| <p>11 Please pay the minimum amount due by August 4, 2005 or your Fall 2005 registration may be cancelled. A 1.5% service charge will be assessed on any unpaid minimum amount due. **Fees may be refunded upon approval by September 02, 2005.**</p> | | | | | | | |
| <p>DETACH ALONG DOTTED LINE AND INCLUDE PORTION BELOW WITH YOUR PAYMENT</p> | | | | | | | |
|  <p>Southern Illinois University Carbondale Visit us on the web at: www.siu.edu</p> | | <p>Bursar Mail Code 4704 Woody Hall Southern Illinois University Carbondale, Illinois 62901-4704</p> | | <p>STUDENT NAME: JOE STUDENT</p> | | | |
| Remit to: | | SOUTHERN ILLINOIS UNIVERSITY CARBONDALE PO BOX 19242 SPRINGFIELD IL 62794-9242 | | <p>12 TOTAL AMOUNT DUE: 4,673.50</p> | | <p>13 MINIMUM AMOUNT DUE: 956.13</p> | |
| <p>AMOUNT ENCLOSED: \$</p> | | | | <p>If paying by credit card please complete below</p> | | | |
| <p>CREDIT CARD NUMBER</p> | | | | <p>SIGNATURE</p> | | | |
| <p><input type="checkbox"/> Mastercard</p> | | | | <p>AMOUNT</p> | | | |
| <p><input type="checkbox"/> Visa</p> | | | | <p>EXPIRATION DATE</p> | | | |
| <p><input type="checkbox"/> Discover</p> | | | | <p>DAYTIME PHONE NO.</p> | | | |
| <p><input type="checkbox"/> AmExpress</p> | | | | | | | |



Direct Deposit of Refund Checks



ENJOY THE NEW ADVANTAGES OF DIRECT DEPOSIT FOR YOUR REFUND CHECK

Southern Illinois University Carbondale recently implemented a new student refund option. The Bursar's office now offers a convenient, dependable, and safe method for you to receive your refund check. It's simple and automatic! Complete the refund deposit authorization form which can be found online and return it to the Bursar's office. Your refund check can be automatically deposited to your checking/savings account.

If you change banks or bank accounts, remember to fill out a new form and return it to the Bursar's office.

Website Address

<http://www.siu.edu/~7Ebursar/refunddeposit.pdf>

Enjoy the Advantages

- **Convenience-** You will not have to wait for mail to come to your house.
- **Security-** Your check will not be lost, stolen, or misplaced.
- **Reliability-** Your money will be in your account and accessible.
- **Flexibility-** It's easy to switch accounts or change banks. simply fill out a new Direct deposit form.

Work Referrals NOW on Saluki Net!!



The Financial Aid Office is pleased to announce that you no longer need to come to the Financial Aid Office to obtain a Student Employment Referral. You can now obtain your Student Employment Referral on SalukiNet by simply following these steps:

- Access SalukiNet at <http://salukinet.siu.edu>
- Logon to SalukiNet using your SIUC ID and PIN;
- Click "Student Employment," and then click "Student Employment Referral";
- Select the semester you expect to begin employment and click "Submit";
- Print the Student Employment Referral

After you have been hired you will need to bring your completed referral and other documents outlined on the referral to the Financial Aid office to complete the hiring process. International Students will still need to obtain their student Student Employment Referral form from the **International Students and Scholars office**.



FAO

The Financial Aid office (FAO) supports Southern Illinois University Carbondale in the mission of providing educational opportunities for a diverse population. Assistance is provided to students and their families in the financing of a college education through the administration of various federal, state, institutional, and provide financial aid programs. Financial support is extended through programs offering grants, loans, and student employment opportunities. It is the goal of FAO that students should be able to choose and obtain a college education regardless of family financial strength.

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| SIUC - FINANCIAL AID OFFICE |
| Financial Aid Office Woody Hall, B-Wing, Third Floor 900 South Normal Avenue, MC 4702 Carbondale IL 62903 |
| Phone: 618-453-4334 Fax: 618-453-7305 E-mail: fao@siu.edu |
| <i>Invest in yourself</i> |

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| <p>We're on the web www.siu.edu/~fao</p> |
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Important Calendar Dates

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|-----------------------------------|--------------|
| Fall 2006 first payment due | August 3 |
| Fall 2006 of Refund Checks sent | August 15 |
| Fall 2006 New Student Move-in-day | August 18 |
| Week of Welcome Activities | August 18-20 |
| Fall 2006 First day of classes | August 21 |

