SAGRADO
Universidad del Sagrado Corazón

Policy for the Experiential Learning Program
of the Federal Work-Study Program

Effective: 2022.10.10

I. Introduction

At Universidad del Sagrado Corazón, we educate people in intellectual freedom and moral conscience, ready to take part in building a more authentically Christian community: a community united in justice and peace.

The university has a long track record of using teaching methodologies that incorporate experiential learning. Committed to our mission, the university promotes the professionalization of students through tools that make it possible to set development goals and measures to validate how those goals are being met through the experiences in which students participate throughout their university experience.

II. Purpose

The purpose of this Policy is to extend the reach of the Federal Work-Study Program to the Experiential Learning Program in order to reflect the rigor of the labor market and strengthen in-demand skills in an environment that maintains a balance between work, studies, and personal rest.

Eligible students take part in work experiences on and off campus, in nonprofit organizations, public organizations, and private organizations. By moving across diverse organizational structures, students can learn about the labor market, connect with distinguished professionals, become familiar with new technologies, and continue strengthening their industry skills.

III. Scope

The Federal Work-Study Program (FWS) is part of the Federal Student Aid Program, which provides part-time employment to students enrolled in institutions of higher education who need the income to help cover the costs of their postsecondary education.

The FWS provides part-time employment to students enrolled at the University to help pay for their educational expenses. To be eligible for FWS, a student must meet the following criteria:

1. be a full-time or part-time student at the University,
2. be enrolled or accepted in an undergraduate, graduate, or postgraduate academic program,
3. have financial need, which is determined after completing the *Free Application for Federal Student Aid* (FAFSA),
4. meet citizenship and residency requirements, and
5. maintain satisfactory academic progress in their program of study.

The FWS defines the term "financial need" as the difference between the *Cost of Attendance* ("COA") at Sagrado and the student's *Expected Family Contribution* ("EFC"). The COA varies from one postsecondary institution to another, but a student's EFC does not change based on the institution in which they are enrolled.

IV. General Policy

1. The Experiential Learning Program (the "Program") seeks to develop students by strengthening their skills in an extracurricular setting. Participants will be exposed to a work environment that promotes their interdisciplinary development, professional development, and industry readiness, broadens their capital, aligns their studies with a career, and potentially increases their employability.
2. The eligibility criteria for the Program are as follows:
   a. Be enrolled in an academic program leading to an academic degree (undergraduate or graduate).
   b. Be enrolled in a minimum of six (6) credits, except for students who are candidates for graduation.
   c. Have completed the FAFSA for the academic year in which they wish to participate and have complied with all related processes (e.g., verification). The student must check the option indicating interest in being considered for the Federal Work-Study (FWS) Program.
   d. Meet the university's standards of academic progress.
   e. Demonstrate financial need according to the FAFSA results.
3. The Office of Integrated Assistance is responsible for receiving information from interested students, validating eligibility, and making the eligibility determination based on the student's financial need.

4. The Center for Professional Experiences – *Sagrado Careers* is responsible for guiding students through the application process for the experiences covered under the Program. It is also responsible for identifying job opportunities on campus and off campus with external employers. As part of the advising process, students will be able to develop their professional presentation documents, such as the *résumé*, which will be required to apply for the experiences.

V. Questions About This Policy

Inquiries regarding the scope and interpretation of this Policy should be directed to the Office of Integrated Assistance at asi@sagrado.edu.

Universidad del Sagrado Corazón reserves the right to interpret this Policy in its administration, implementation, and application. Any violation of this Policy may result in disciplinary action, including termination of the employment relationship or other appropriate legal action.

VI. Reporting Violations of This Policy

Violations of this Policy should be reported to the Office of Compliance, Internal Audit and Institutional Integrity by email at cumplimiento@sagrado.edu. Any violation of this Policy will be handled in accordance with institutional policies and procedures.



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