



Work Study

YOUR NEXT ACTION ITEMS

WHAT IS WORK-STUDY?

Work-study is a financial aid resource that allows full-time undergraduate and graduate students to work part-time with UNC and earn monies toward educational costs. The application for work-study begins with completing the FAFSA by the March 1 priority deadline and answering “Yes” to the work-study question.

HOW TO ACCEPT YOUR WORK-STUDY AWARD

- 1 Log in to Ursa at ursa.unco.edu.
- 2 Select the “Financial” tab and click “View/Accept Award Offer.”
- 3 Click on the “Select Award Year” dropdown menu at the top right of the page to select year.
- 4 Your financial aid offer is available below the “Cost of Attendance on the Award Offer.”
- 5 Click on the “Take Action” column and pick from the “Select” dropdown menu to accept, decline or modify your offer.
 - If you choose to modify, you may have the option to accept both or one of the terms, as well as change the amount to a lesser value.
- 6 Once you have accepted, declined or modified your aid, confirm your selection by clicking either the “Submit” or “Confirm” button at the bottom.

- 7 Click the “I acknowledge these terms and conditions” button at the very bottom of the Terms and Conditions. This will turn the “Accept Award” button blue, and you will be able to click to complete.
- 8 Click the “Home” tab. Any outstanding requirements will be listed on this tab. Outstanding requirements will need to be completed prior to aid paying out.

MAINTAINING WORK-STUDY

UNC requires students using work-study to be enrolled in a minimum of 12 credit hours as an undergraduate or 5 credit hours as a graduate and be making satisfactory academic progress throughout the academic year to remain eligible for the work-study program. If you have any questions, contact the UNC Office of Financial Aid at 970-351-4862 or ofa@unco.edu.