

2019-2021 Biennium Internal Budget Proposal Narrative

Division: Enrollment & Student Services

Evaluation Criteria: Proposals will be evaluated on every aspect of this template. It is highly recommended that the narrative portion touch on each area. Proposals forwarded to UPRC by unit leaders will be discussed at UPRC and authors are encouraged to attend so that they may answer questions and provide clarification.

Financial Aid: Increase to Institutional Work Study Match by \$85,000

- This is a revised version of a previously submitted budget proposal.
If box is checked please briefly outline any significant changes and/or indicate why it is being resubmitted.

[Click here to enter text](#)

Statement of Purpose: *(What is the challenge or opportunity being addressed? How does the proposal address this challenge or opportunity? Limit response to 1 page – please link to any existing reports, data, supplemental materials, etc.)*

Western is required to provide Institutional matching funds for Federal and State work study earnings. The match percentage varies depending on the work study program; however, the match is generally 25% for Federal work study and 40% for State work study. For several years this allocation has been insufficient to pay the full earnings match. Financial Aid has been paying the shortfall with carryforward in the Institutional match account, but by the end of this year, we'll almost be out of carryforward. In FY18 the work study earnings match requirement was \$85,000 higher than the annual allocation of \$387,000. This year, we expect to spend a total of \$473,350 of Institutional match on State work study and Federal work study combined, putting us over budget on the Institutional match fund by \$86,350. After drawing out the \$85,000 from FY18 and the \$86,350 from FY19 from the remaining carryforward balance, we will have insufficient carryforward to supplement the full cost of the work study match beginning FY20. If the University can't afford to pay the match, we'll need to turn down Federal or State work study allocations. This would of course decrease Western's ability to recruit and retain students, as well as prompt inquiries and probable criticism from the Federal and State governments.

Federal and State work study programs put our neediest students to work. During 2017-2018, 179 Western students earned \$575,000 employed through the Federal Work Study program. An additional 240 students earned \$877,496 under the State Work Study program. During 2017-2018, total student employment earnings at Western totaled \$12.5 million, including wages earned through Federal Work Study, State Work Study, Institutional Work Study, and via departmentally-funded (non-work-study) jobs.

Our 2018-2019 State Work Study allocation is \$527,476. This allocation supports gross earnings of \$879,126 for both our on-campus and off-campus programs. We are estimating that we will

spend about \$600,500 of the gross earnings on-campus. The total WWU institutional match on the \$600,500 State Work Study earnings is estimated at \$240,200.

Our 2018-2019 Federal Work Study allocation for earnings is \$440,012 after adjusting for Federal Job Location and Develop Program expenditures. We estimate gross earnings will be \$533,000 after adjusting for the 100% Federal Work Study match on the literacy tutor program with most of the earnings occurring on-campus.

So that we can continue maximizing work study employment opportunities for Western students, we request to permanently increase the work study matching fund allocation by \$85,000 beginning FY20.

Anticipated Outcome(s):

Permanently increasing the Institutional work study matching fund allocation by \$85,000 will bring the institutional allocation from \$387,000 to \$472,000. This will allow the University to continue accepting full Federal and State work study allocations, which in turn will continue to maximize work study employment opportunities for Western students.

Metrics: *(How will outcomes be measured? Please include current data points and goals. If this proposal will have any impact on the [Overall Metrics](#) included in the university's strategic plan, please indicate which specific ones here.)*

Enrollment:

Many students could not attend or remain in school without financial assistance. College work study programs are a valuable source of financial assistance, especially for low-income students, as wages do not require repayment and help students prepare for future employment after graduation. In 2017-2018, 419 Western students earned \$1.4 million through the Federal and State work study programs. Western students earned a total of \$12.5 million, including wages earned through Federal, State, and Institutional work study, and via departmentally-funded (non-work-study) jobs. Student employment is a significant resource for students to afford attending WWU.

Retention:

Financial hardship is a leading cause of students withdrawing from college. As stated above, college work study programs are a valuable source of financial assistance, especially for low-income students, as wages do not require repayment and help students prepare for future employment after graduation. Maintaining the ability to provide this benefit to Western students is essential in maintaining, and potentially improving, retention.

How does this proposal align with your departmental/divisional strategic priorities? *(Please reference specific items from the recently completed departmental/divisional strategic plan and attach a copy.)*

Our Division recently completed a Council for the Advancement of Standards in Higher Education (CAS) self-assessment. According to the CAS Standards and Guidelines, “the

mission of Financial Aid Programs (FAP) is to develop, review, and disseminate financial resources and information to students to assist them in achieving their educational goals from pre-enrollment through graduation.” Work study is a valuable financial resource for students. Increasing the Institutional work study match is essential for us to continue to offer this resource by fully accepting the amounts offered by the Federal and State governments. Turning down any Federal or State work study allocations would inherently violate the FAP mission.

How does this proposal support the University Mission and Strategic Objectives? *(Please refer to the [2018-2025 Strategic Plan](#) and indicate which core theme(s) this proposal will help achieve.)*

Advancing Inclusive Success

College work study programs are a valuable source of financial assistance, especially for low-income students, as wages do not require repayment and help students prepare for future employment after graduation.

What are the consequences of not funding this proposal?

Without the \$85,000 Institutional match, we will need to give back approximately \$174,000 in Federal and State work study allocation. We will lose a total of \$259,000 in gross earnings power bringing a loss of funding for 58 students (based on the standard \$4,500 annual work study award and on a weighted average institutional match on Federal and State earnings). The loss of these positions will impact academic departments and student service departments across campus.

This loss of financial aid funding will of course decrease Western’s ability to recruit and retain students, as well as prompt inquiries and probable criticism from the Federal and State governments.

What alternatives were explored?

Financial Aid has been paying the shortfall with carryforward in the Institutional match account, but by the end of this year, we’ll almost be out of carryforward. In FY18 the work study earnings match requirement was \$85,000 higher than the annual allocation of \$387,000. This year, we expect to spend a total of \$473,350 of Institutional match on State work study and Federal work study combined, putting us over budget on the Institutional match fund by \$86,350. After drawing out the \$85,000 from FY18 and the \$86,350 from FY19 from the remaining carryforward balance, we will have insufficient carryforward to supplement the full cost of the work study match beginning FY20.

Which units (departments, colleges, etc.) will be involved?

The consequences of not funding this proposal will impact departments across campus including academic departments, faculty, and student services. A reduction in the number of work study

awards and the number of work study students available for placement means that departments will have to spend departmental funds to hire students or will shift work from students to full-time staff.

Equipment needed:

None

For major (>\$25k) purchases, please provide the following information.

Item:

Click here to enter text

Purpose:

Click here to enter text

Cost:

Click here to enter text

Anticipated Useful Life:

Click here to enter text

Replacement Cost if any:

Click here to enter text

Human Resources *(Complete the table below adding additional rows if necessary):*

<i>Position Title</i>	<i>Total Headcount</i>	<i>Total FTE</i>	<i>Salary and Benefits per FTE</i>	<i>Total Cost</i>
<i>N/A</i>				

Table above should match data on budget spreadsheets submitted with this proposal. Complete the spreadsheet to get salary, benefit, and total cost amounts. Contact your division budget officer with questions.

Operating & Maintenance Costs (include service contracts, installation costs, etc.):

Increase Institutional Work Study Match by \$85,000 per year ongoing.

Space Requirements:

What type of space is needed for this proposal? (e.g., private office, lab space, group work/study space, etc.)

None

What features must this space have? (e.g., fume hoods, plumbing, 3-phase power, etc.)

N/A

What needs can be accommodated within your existing space?

N/A

How much new space will be required?

N/A