

UC Santa Barbara  
Policies  
Issuing Unit: Student Affairs

Policy 4465

Date: February 1, 1985

DEPOSIT OF MATCHING FUNDS  
FROM OFF-CAMPUS AGENCIES  
EMPLOYING WORK-STUDY STUDENTS

I. PURPOSE AND SCOPE:

This procedure describes the steps necessary when off-campus agencies submit quarterly matching funds for salaries or work-study students.

II. REFERENCES:

A. University of California Business and Finance Bulletin, A-26.

III. PROCEDURE:

When off-campus agencies submit quarterly payments covering matching funds for salaries of work-study students, the following steps are necessary:

Responsibility	Action
Agency	<ol style="list-style-type: none"> <li>1. Submits job request(s) (Attachment A) to Student Financial Services.</li> <li>2. Submits deposit form (Attachment B) with check payable to The Regents of the University of California, for the entire amount necessary, to Student Financial Services.</li> </ol>
Student Financial Services	<ol style="list-style-type: none"> <li>3. Writes on the check the fund number of the agency to which the check is to be credited. Forwards the check to the Accounting Office.</li> <li>4. Sends student to the agency with either an Off-Campus Referral form (Attachment C) or an Off-Campus Letter of Clearance (Attachment D). The Letter of Clearance is for students that were specifically requested by the agency and from whom we have already completed employment papers. The Off-Campus Referral Form is for those students who are seeking employment with the off-campus agency and have not yet secured a position.</li> </ol>

Agency	5. Signs the bottom of the Off-Campus Referral form indicating that the student has been hired and returns it to Student Financial Services.
Financial Aid Office, work-study Coordinator	6. Completes all necessary employment forms and forwards them to the Personnel Office if the Student is a graduate. Sends the student to the agency with the Off-Campus Letter of Clearance (Attachment D).
Personnel Office	7. Processes the form, verifying that loyalty oaths and patent agreement have been signed, and sends it to Accounting.
Accounting Office	8. Processes the employment form. Student is hired.

Any unexpected balance is returned to the agency upon request.

IV. ATTACHMENT:

- A. Work-Study Job Request
- B. Deposit Form for Agency Matching Share of Work-Study Salaries
- C. Off-Campus Referral Form
- D. Off-Campus Letter of Clearance

Please direct questions about these policies to [Meta.Clow@vadmin.ucsb.edu](mailto:Meta.Clow@vadmin.ucsb.edu). For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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Last Modified By: EBH, 7/09/98