Financial assistance may be available for nonprofit organizations that would like to hire a Community Service Work-Study student, but simply cannot fit the 25% salary contribution into their budget. To apply for these funds, please mail or fax the following three documents:

1. a copy of a 501(c)3 letter, or tax exempt letter in the case of government agencies, to confirm nonprofit status

2. the statement “MIT does not own, operate or control (name of your organization).” on letterhead, signed by an authorized agency officer

3. a hardship letter containing the statement “(name of your organization) cannot afford the 25% share of the student’s earnings and would like to request a reduction.” on letterhead, signed by an authorized agency officer.

For informed consideration, please respond to the following questions in the letter as well:

**Nature of Hardship**
- Why are you unable to afford 25% of the student’s salary?
- Is this a short-term or long-term hardship?
- How could having a student worker help you address this hardship?

**Program**
- How many full time and part time staff do you have?
- How many people do you serve in the community?
- What are your main programs?

**Community Service Work-Study**
- Provide a job description for the student work.
- How many students are you hoping to hire?
- How many hours do you anticipate a student working?
- What is the hourly rate you would set for this position?
- What else would you like to tell us?

Organizations that have been approved for financial assistance will receive it on a first-come, first-served basis as students are hired, and will be informed when funds have been depleted for a season. Please contact studentworker@mit.edu with any questions.