



MIT
PUBLIC SERVICE CENTER

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Massachusetts Institute of Technology Community Service Work-Study Financial Assistance Application

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.