



Office of Financial Assistance & Planning

FAQs – Rules and Regulations

What is the Work Study Program?

The College employs students on a part-time basis to assist in the daily operations and/or ad hoc projects of the administrative and academic offices of the College.

Are there advantages to participating in the Work Study Program?

The Work Study Program is a stepping stone for both personal and professional growth. It offers students a unique opportunity to gain valuable work experience while prioritizing their education. With flexible scheduling, on-campus convenience, and hands-on experience, this program helps students develop skills that enhance their resumes and prepare them for future careers—regardless of financial need.

Key Benefits:

- Flexible schedules that accommodate academic commitments.
- Practical work experience that gives students a competitive edge in the job market.
- Social security coverage.
- Valuable professional references for future career opportunities.
- The ability to earn money to help you with your college/living expenses.

How can I apply for the Work Study Program?

Students may apply online throughout the year by visiting the [Work Study Application ACG Web page](#). Prospective student employees should read the eligibility requirements carefully prior to the application submission as the criteria are different for Greek, European, US-Canada and other non-European students. The application page also includes the list of documents needed and other important notes to be considered.

Which are the eligibility requirements?

In order for students to be eligible to apply for the Work Study Program, they must:

- maintain a minimum College Cumulative Index of 2.00/4.00
- register for a minimum of one course per semester/session, while employed
- be at least 18 years of age

What document do I need to submit along with the Work Study Application?

- **For Greek students:** A copy of their Police Identity Card.



- **For students from the USA, Canada and other non-European Union countries:** A copy of their current Residence Permit valid for employment or a copy of their Greek Identity Card/Passport (if applicable).

Note: A residence permit for studies or vocational training does not provide a right for employment.

- **For students from EU countries:** A copy of EU Registration Certificate.
- **For All students:**
- **Official certification of past and/or current employment** – Click [here](#).

or

the **Census Certificate (Βεβαίωση Απογραφής)**. – Click [here](#).

- **Official document stating your A.F.M. and D.O.Y.** – Click [here](#).
- **Official document stating A.M.K.A (Social Security Number).** – click [here](#).
- **A Curriculum Vitae (CV) in English.**

If you do not have a CV, you may contact the Office of Career Service at career@alba.acg.edu to be provided with the college template.

National Bank of Greece Account

Since all payments are done through the National Bank of Greece (NBG), all work-study employees must have a personal account with this bank or be a co-beneficiary (συνδικαιούχος) on an NBG account.

Within the first week of employment, you must submit your IBAN (in printed format) to ensure your payments are processed.

What positions are available under the Work Study Program?

Work-Study positions are available in various campus departments including the library, administrative offices, Athletics and laboratories. A list of **all** offices participating in the Work Study Program, regardless of current openings, is available on the [Career's Portal](#).

Work Study positions primarily involve administrative tasks (general duties). These positions are “pre-professional” in nature, offering valuable experience for learning the basics of a career. Some positions are related to recreational activities, while others focus on fields such as business, science, or other career areas.

How can I find a position under the Work Study Program?

When your application is successfully completed, your name is added to a centralized database accessible to all offices under the Work Study Program. When positions become available, each office refers to this database, picks potential candidates, and



initiates the interview phase. Therefore, there is no specific waiting period for students to get hired; if needed, Work Study candidates may contact the office(s) of their preference directly to state their interest.

The Financial Assistance & Planning Office does not appoint students in work study positions.

Is the Work Study Application tied to specific positions?

No, the application applies to all available positions. However, you may indicate your preferred office(s) within the application.

Are students under the School of Graduate and Professional Education eligible to apply for the Work Study Program?

Yes, the Work Study Program is available to both undergraduate and graduate students. Nevertheless, the dates followed are the ones of the Undergraduate Academic Calendar.

What is the duration of a Work Study position?

Work Study employees work under fixed-term contracts the duration of which correspond to the Semester/Session end/begin dates as announced on the College Undergraduate Academic Calendar. Renewal of contracts is possible.

Can I switch to a different Work Study position or program during the semester/session/term?

No, you cannot switch to a different position after signing your contract for a specific semester/session/term, as it would negatively impact the office's operations. Additionally, your name will have already been submitted to the Ministry of Labour. However, you may change positions once your current contract is terminated.

Are all jobs on campus, and do I have to be registered while employed?

Yes, all jobs are located on campus, with some positions also available at the Alba Building. You must be registered for at least one course while employed.

Is it possible to hold two Work Study jobs in the same semester/session?

Yes, as long as you do not exceed the 15 hours per week limit and your daily work schedule is continuous. You cannot work at two different time intervals on the same day (e.g., 9:00-11:00, 15:00-17:00).

How many hours can I work per week?

Your working hours are coordinated with your supervisor and cannot exceed 15 hours per week.

What are my obligations as a Work Study Employee?



All Work Study employees are announced at the Ministry of Labour. Therefore, you must:

- Be aware of the internal Policies set by the College and comply with them. The official policies and procedures set by the College (the Employer) can be found on Blackboard, under the Financial Assistance module (DC Student Services >Financial Assistance > ACG Policies for Work Study Employees).
- Arrive at work on time and notify your supervisor as soon as possible if you will be late or unable to work. Your working schedules should not be considered as typical but as obligatory and should be strictly uphold according to the Greek Labour Law.
- Avoid doing any personal business, like side hustles during your shift.
- Comply with the instructions of your superiors.
- Maintain high confidentiality and never use personal information/data to which you may have access during your employment for any reason other than for carrying out your job responsibilities as described by your supervisor. All students are bound by confidentiality and data protection obligations as described in the contract they sign with the College. Failure to meet with these clauses, including failure to comply with the Personal Data Legislation (GDPR and relevant national legislation) will lead to disciplinary actions or termination of employment contract as well as reimbursement of the College for any damages caused.
- Dress appropriately and be polite.
- Show confidentiality and discretion.

What are my responsibilities during the first week at work?

- On your first day or a few days before your employment begins, the Human Resources Office will send you three official documents: the E3 Form, your Contract, and the Terms of your Contract. You are required to sign all these documents and return them to the Human Resources Office as soon as possible, either by email or interoffice mail.
- If you do not already have a bank account with the National Bank of Greece or be a co-beneficiary (συν δικαιούχος) on an NBG account, you must open one and send your account number/IBAN (in printed format) to the Human Resources Office via email at hr3@acg.edu.
- Please click [here](#) and [here](#) for the Instructions for opening an account at NBG Account.
- If needed, the Office of Human Resources will issue an employment certificate to help you register for a payroll account.
- You should schedule an appointment with the ACG Employment Doctor to obtain your "Fit for Work Verification." To do so, please click on the



link <https://www.eventora.com/en/Events/appointment-employment-doctor-> to book a 10-minute appointment based on the available schedule.

What are the consequences of failing to sign my contract?

All Work Study employees must sign their contracts within the first week of employment. Failure to do so may result in:

- Delays in resolving administrative matters.
- Potential fines for working without a signed contract.
- Risk of not receiving payment.

When and how will I get paid?

Your wages will be deposited into your National Bank of Greece (NBG) account the last working day of each month.

How can I calculate my Work Study earnings?

The remuneration is €5,5 gross for each working hour. In order to calculate the total amount of gross earnings you will receive by the end of the period, you need to multiply the hourly wage by the total working hours. The final gross earnings are deducted from insurance and taxes, according to the Greek Labour Law.

The total amount that arises during your contract includes the proportional fees provided by Greek Labour Law (Christmas, Easter, Annual Leave bonus plus the days of annual leave allowance).

How much will I earn on my paycheck?

The monthly salary varies for each student assistant, as it is based on the total agreed working hours and days for the entire period. At the end of each period, you will receive the full agreed amount, minus the insurance contributions and applicable income tax.

Is Work Study money taxable?

Certainly, they are subject to payroll taxes (FMY) and other contributions defined by Greek Labour Law.

Can my earnings be automatically credited toward my tuition or other college charges?

No, the money you earn from working through the work-study program must be paid directly to you. Then, if you choose, you may use that money towards your tuition and fees.

Does the college verify student employment participation to third parties (banks, future employers, etc.)?



Certificates of employment can be issued upon request at the Office of Human Resources.

How can I be absent?

Under certain circumstances, you may be eligible for sick leave or be absent due to academic obligations. Student employees should make up these missing hours. In case of sick leave you need to submit public doctor's/hospital's certificate. This certificate should be sent to Human Resource Office (hr3@acg.edu) and to the Financial Assistance and Planning Office (financialassistance@acg.edu)

How can I resign?

Under certain circumstances, if you have to resign from your job, you should inform the head of your department at least 7 days before your last working day.

Moreover, you should sign electronically and return, in time, the required forms that will be sent to you by the Office of Human Resources. In this case your remuneration will be adjusted based on your total working hours until the resignation date.

If I have questions on Work Study, who can I contact?

You may contact the Financial Assistance and Planning Office for inquiries concerning the Work Study Program:

- **Email** the Financial Assistance and Planning Office at financialassistance@acg.edu.
- Use your personal college email (xxx@acg.edu) as this is the official way to contact the college and ensures your information stays private and secure. Using your college email makes communication faster and more efficient. It also serves as an official record for both you and the college.
- Always include your student ID in all emails. This helps us respond quicker, provide accurate assistance, and avoid any mix-ups, especially if there are similar names.
- **Visit** the office at Deree Building, 2nd Level, Room 207, Monday through Friday, from 09:00 to 18:00.
- **Call** the office at 210 600 9800, extensions: 1304, 1305, 1306, 1727, 1728, 1327.