

**OFFICE OF MINISTRY STUDIES**  
**HARVARD DIVINITY SCHOOL**  
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**AFFIDAVIT**

**TO:** Students Receiving Work-Study Funds for Field Education  
Field Education Supervisors at Work-Study Eligible Sites

**FROM:** Emily Click, Director of Field Education  
Laura Tuach, Assistant Director of Field Education

**RE:** Policy: Federal Work-Study Funding through the Office of Ministry Studies

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*Policy*

In agreeing to provide federal work-study funds for your field education placement, the Office of Ministerial Studies (OMS) understands that the work you will be doing complies with the guidelines set out by the Financial Aid Office and OMS policy. That is:

The Financial Aid Office determines a student's eligibility for the Federal Work-Study Program. The accredited site ordinarily must be a nonprofit organization, and the work a student performs must not be for sectarian or partisan political purposes. In some cases, a student may work for a for-profit organization and be eligible for federal work-study funds. (In this case, the student must consult with the director of field education.) Whether a student is placed with a nonprofit or for-profit organization, the work must be for the benefit of the citizenry and for all citizens regardless of their religious beliefs or practices, their race, color, sex, abilities, or place of birth. To the extent that their field placement work directly improves the condition of any religious institution or institutions, the student may not receive federal funds for that work. For example, if a student works for a Council of Churches doing nothing specifically "religious" or is teaching church school or participating in any meditation or liturgical practice, the student's work may be determined to be ineligible to receive federal work-study funding. To the extent that a student's work benefits the community (i.e., responsibility for a hot meal program in a church basement; a youth center in the church provided for all youth in the neighborhood; a church-operated counseling referral program open to anyone; a church-operated homeless shelter), they may receive federal work-study funds administered by the Office of Ministry Studies.

Students and supervisors are responsible for compliance with these guidelines.

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I agree that the hours I submit for payment through Federal Work-Study Funds will comply with the above policy.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Harvard ID #

I agree that the hours I approve for payment through Federal Work-Study Program will comply with the above policy.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date