

Federal Work-Study

The **Federal Work-Study Program (FWS)** offers part-time job opportunities for eligible students to earn income that helps cover educational expenses while attending college or career school. Students at both the undergraduate and graduate levels who demonstrate financial need may participate. Work-Study positions can be on campus or with approved off-campus employers and, whenever possible, focus on community service or are related to the student's field of study.

How Do I apply for Federal Work-Study Funds?

Students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and indicate they are interested in the work-study program. Students are encouraged to complete the FAFSA as early as possible as funds for this program are limited. Students must complete the FAFSA every year to receive FWS. Receipt of FWS one year does not automatically imply that the student will receive FWS the next year.

Types of Jobs

Federal Work-Study places emphasis on positions that involve community service or work connected to a student's field of study. *(Source: Federal Student Aid)*

Where Students Work

Jobs may be located:

- **On campus**, usually working for the school itself.
- **Off campus**, with a public or private nonprofit organization where the work must benefit the community.

Because funding is limited, students interested in Work-Study should complete the FAFSA as early as possible. *(Source: Federal Student Aid)*

Earnings

Students participating in Work-Study will earn at least the federal minimum wage, though some jobs may pay more depending on the role and required skill level. A student's total earnings are

determined by:

- How early they apply for aid
- Their financial need
- The amount of Work-Study funding available
- The number of hours that you work each week.
 - Most students work between 10 and 20 hours per week, and are paid every two weeks.

(Source: Federal Student Aid)

How Students Are Paid

Payment methods differ based on student classification:

- **Undergraduate students** are paid hourly.
- **Graduate and professional students** may be paid hourly or receive a salary depending on the job.

(Source: Federal Student Aid)

Students are paid every two weeks. Payment is applied to the student's account. Any excess funds will be processed as a refund by the Treasurer's Office.

Work Hours

Students cannot work unlimited hours. Earnings may not exceed the total amount of the student's Work-Study award. When assigning work schedules, the employer must consider the student's class schedule and ensure that work does not interfere with academic progress. *(Source: Federal Student Aid)*

What are my responsibilities as a FWS worker?

- As a student worker, it is your responsibility to be willing to work and perform your assigned duties to the best of your ability. You must sell your service and should be prepared for an orientation session with a prospective employer.
- Some jobs require weekend work. If you accept employment, you must work the hours and time scheduled for you.
- You must be dependable, prompt and reliable in attendance and work the required period of time.

- If you must be absent from work, your supervisor should be notified prior to your scheduled work time.
- You should not expect to be allowed to study while at work.

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