



## **WHAT IS THE FEDERAL WORK STUDY PROGRAM?**

Under the Federal Work Study (FWS) Program, you can work part-time to earn money for your education. The FWS Program:

- Provides part-time employment while you are enrolled in school.
- Helps pay your educational expenses.
- Is available to undergraduate and graduate students.
- Is available to full-time or part-time students.
- Is administered by schools participating in the FWS Program.
- Encourages community service work and work related to your course of study, whenever possible.

## **HOW IS FWS DIFFERENT FROM THE STUDENT ASSISTANT PROGRAM?**

Under the FWS Program, you are awarded a certain amount of money that you can earn through working. 75% of your earnings are funded through the federal government. The remaining 25% is paid by the department or organization for which you work. Under the Student Assistant Program, the hiring department pays 100% of your earnings.

## **HOW IS MY AWARD DETERMINED?**

In order for your eligibility for the FWS Program to be

determined, you must have sufficient **unmet need**. The first step is to complete the Free Application for Federal Student Aid (FAFSA) and all other necessary documentation required as a result of filing the FAFSA. The following items are reviewed in order to determine your eligibility:

**Cost of Attendance (Budget):** Your budget is determined by the Financial Aid Office and based on your living situation (with parent, away or campus housing), residency, and grade level (undergrad or grad).

**Estimated Family Contribution (EFC):** Your EFC is a measure of your family's financial strength and indicates how much of your and your family's financial resources (for dependent students) should be available to help pay for your education. The EFC is calculated from the information you report on the FAFSA.

**Financial Aid Awards:** This includes any other type of financial aid you are receiving, including, but not limited to Federal Pell Grant, SEOG, and Stafford Loans.

To determine your eligibility, we subtract your EFC and financial aid awards from your budget. This figure is your unmet need. If your unmet need for the semester is \$2000 or more, you may qualify for the FWS Program.

## **HOW WILL I RECEIVE THIS AWARD?**

You will earn your award, through working, in the form of a biweekly paycheck (directly deposited into your checking or savings account).

## **HOW MANY HOURS CAN I WORK EACH WEEK?**

In order to determine how many total hours you can work during the semester, divide your award by your hourly wage. Divide this by the number of weeks in the semester. Keep vacation periods in mind. Campus may be closed and you may not be able to work. You can work these hours at another time during the semester. Also, remember that some pay periods are split. This means that a portion of your earnings for a pay period will come from one semester's award and the rest from another.

For example, if your pay rate is \$6.00 per hour and your award is \$2000.00, you can work up to 333 hours. There are approximately 20 weeks in a semester. This means you can work about 16.5 hours per week.

## **HOW DO I TRACK MY AWARD?**

It is the responsibility of you and your supervisor to track your FWS award. You do this by using a FWS Tracking Sheet. The full-length form is available on the Career Center website and in our office. A short form is available on the back of this brochure. Each pay period, you will subtract your total gross earnings from your award balance.

## **WHAT HAPPENS IF I RUN OUT OF MONEY?**

If you have done the math to figure out how many hours per week you can work, you should not run out of money. However, if you do find yourself in this situation, you should contact the Career Center immediately to schedule an appointment. We can review your options at that time.