**Federal Work Study Program**

The Federal Work Study (FWS) Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student’s course of study.

**Wages**

You’ll earn at least the current federal minimum wage or higher. Your total FWS award depends on when you apply, your level of need, and the funding level offered the school. Earnings are not applied to your Student Account balance and are not applied toward fees for subsequent semesters. You are not entitled to any unearned monies.

**Eligibility**

To be awarded FWS, you must meet the following requirements:

- Demonstrate financial need based on family financial information submitted on the Free Application for Federal Student Aid (FAFSA) for the current year.
- Be accepted or enrolled at least half-time as an undergraduate or graduate student.
- Maintain satisfactory academic progress and be in good standing with the University.
- Be a U.S. citizen, U.S. national (includes natives of American Samoa or Swain’s Island), U.S. permanent resident who has an I-151, I-551, or I-55C (Permanent Resident Card)

A FWS student is not allowed to participate in the Student Employment Program at the same time. Contact the Office of Human Resources for information.

**Hiring and Awarding Process**

Complete and submit all forms listed below to the Office of Financial Aid. You will be awarded for both Fall and Spring Semesters. Federal Work Study funds are awarded on a first-come first-served basis, until all funds are exhausted.

**Forms**

- Work Study Application
- W-4
- G-4
- Form I-9

The Work Study Coordinator will review applications for eligibility and notify you via your SSU email account that you have been awarded Work Study and when to pick-up your assignment.
What You Should Know

- As a (FWS) student employee, you are expected to be prompt, reliable and cooperative. You must adhere to the policies set by the department where you will be working.
- You must maintain FWS eligibility throughout the academic year. Please note that changes to your other financial aid (such as an additional scholarship) may reduce or cancel your FWS award.
- FWS jobs are for the academic year; this means Fall and Spring semesters.
- Students can be employed in only one FWS position. To transfer, discuss with your supervisor and contact the Office of Financial Aid.
- Poor work performance can result in termination initiated by the department in which you work.
- Students must not begin working until they have completed the payroll sign-up procedures.
- Your work schedule is arranged between you and your supervisor. A written schedule reflecting your work hours should be clearly defined at the beginning of each semester.
- You cannot work during your scheduled class meeting times, even if a class has been canceled by the instructor.
- FWS students cannot work more than 20 hours per week
- Maintain a record of your earnings to ensure that you do not earn more than your Awarded Amount of FWS.
- Students that earn the Maximum Amount to earn (the amount listed on your Financial Aid Award) prior to the end of the semester must stop working but may return to work the following semester.
- You must sign in each time you report to work and sign out when leaving. Your supervisor should instruct you on this process.
- Your pay for the hours you have worked will be Direct Deposited into your checking account by the ADP/SSU Payroll Department every two weeks, provided you have completed all paperwork. (Remember: your pay for your FWS employment is NOT applied to your SSU Student Account nor applied toward fees for subsequent semesters.)
- FWS earnings are taxable income. All questions about the amounts being withheld or W-2 forms should be addressed to the University’s Human Resources Department.
- Inform your supervisor and the Office of Financial Aid of any changes in name, address or plans that would affect your FWS job. This includes but is not limited to withdrawing from the FWS program.