

FEDERAL WORK STUDY PROGRAM

Quick Reference

Work Study is awarded based on demonstrated financial need and availability of funding; work experience is not the qualifying factor. It is an option to work, not a requirement. If a student chooses not to work on-campus or in specific off-campus locations, they should decline the Federal Work Study award on their BannerWeb Account.

1. How does the Federal Work Study Program work?

Students eligible for the Federal Work Study Program (FWSP) will find an allocation on his/her Financial Aid Award Letter. The amount is not a guaranteed receivable dollar amount; it is a fair estimate of what a student could earn throughout the academic year. The funds are not directly deferred on the tuition bill or automatically applied to their account.

2. If I am awarded Federal Work Study, am I guaranteed a job?

No. On campus student employment can be competitive. Students who are awarded FWSP are not guaranteed employment, but may receive preference in the hiring process. You must apply for positions and interview as you would for any job. Many positions are filled early in the academic year. If you have not heard from an employer, make sure that you follow-up with a phone call, an e-mail, or an in-person visit. Be persistent.

3. Do I need to find a job by a certain deadline?

Yes. If you do not find a job, you will be in jeopardy of losing your FWSP award. The Office of Financial Aid & Student Employment will send e-mail notification stating that you have been issued an award, but have not yet found a job. A deadline by which a student must secure the position and complete new hire paperwork (in Human Resources) will also be included. If an award is not used, it will not be replaced with another form of financial aid.

4. Do I earn a paycheck or do I have to return the funds to the university?

FWSP is an opportunity for you to earn wages while enrolled at the university. It is a work award, not a loan. Student employees are expected to submit their hours worked each pay period and in a timely fashion to their supervisor via the Core-CT system.

5. When can I begin working and how many hours can I work?

Students should **not** begin working until all paperwork is processed and approved with the employer and Human Resources. Student employees and supervisors will receive a confirmation email from Human Resources with Core-CT record number and effective date that student is authorized to begin working.

When classes are in session, a student may work no more than, 20 hours per week / 40 hours per pay period. The period of employment for FWSP is only during the academic year – beginning on the first day of the fall semester and ending on the last day of the spring semester. It cannot be earned during the summer.

6. Can I earn Federal Work Study at more than one job?

No. Students with more than one job are only allowed to use their FWSP allocation in **one** location. The designated work study position will be determined by either the first position secured or as determined by the Student Employment Coordinator.

7. How will I know the amount I have earned and what happens when I'm close to the maximum?

After each pay period, your earnings will be updated on your financial aid award in your BannerWeb Account. It is the students' responsibility to monitor the work study balance. When you are close to exhausting your FWSP award, you will need to stop working or your employer may have the option to continue your employment. It is important that you communicate with your employer early for clear expectations and plan ahead. **You cannot earn more than you were awarded.**

8. Do I automatically receive Federal Work Study every year?

No. FWSP awards are not guaranteed each year.