

# FWS Student Information

## General Information

To participate in the Federal Work Study (FWS) program, the student begins with submitting the Free Application for Federal Student Aid (FAFSA). After the student has been reviewed for financial aid eligibility, they will receive an Award Notification notifying them of their awards. The student can then confirm by viewing their student awards on their Student Center if they have been awarded Federal Work Study (FWS)

*As the student interviews for a FWS position, they must show confirmation of their FWS award to the prospective employer. The employer must always be made aware of any changes to the FWS award. The student should notify the employer as changes occur to their FWS award, such as reduction or cancellation of the award.*

If the student has not been awarded FWS and requesting consideration to participate in the FWS program, they can submit a *FWS Request Form* located on the [Financial Aid Forms Page](#).

Students should read and follow the *FWS Student Employee Hiring Instructions* located on the [Financial Aid Forms Page](#). The Hiring Instructions provides all the steps needed to complete for FWS hiring consideration.

## Hours and Pay Rate

Students are allowed to work up to 20 hours per week when classes are in session and 40 hours per week during breaks, see [FWS Dates and Deadlines](#)

Pay rate for a FWS position will depend on required skills sets, type of position and what is required to perform the duties hired for. Pay rates range between \$16.00 - \$24.00 per hour.

## FWS Award

Beginning with the 2024-2025 academic year, FWS awards in general are awarded at \$6,000 for the academic year or \$3,000 per semester. Students should keep track of their monthly pay and work with FWS employer to not exceed the amount awarded.

## **FWS Participation**

Student must continue maintain/meet the following requirements to participate in the FWS program

- Enroll in *at least* half-time enrollment; 6 units for Undergraduate or 4 units for Graduate;
- Meet Satisfactory Academic Progress (SAP) and/or meet the Probation Conditions
- Be admitted into degree granting program
- Have financial need

## **Performance Evaluation**

Student employees are expected to behave ethically and professional and are subject to standard University regulations. Violations of department/school work rules (e.g., poor performance, absenteeism) will be address accordingly.

- Student employees are entitled to an annual performance review
- Supervisors may use the [Student Employee Work Performance Evaluation/Review](#)

## **Continuing FWS Students**

Continuing students interested in returning to their previous FWS employer must first wait until their financial aid file has been completed and they have been offered financial aid, including FWS for the upcoming academic year.

There are a few factors considered for aid eligibility, such as meeting program eligibility, meeting satisfactory academic progress standards, etc. The Financial Aid & Scholarships Office will evaluate eligibility requirements after Spring grades post.

## **Quit or Terminate a FWS Job**

Students who decide quit or terminate their FWS job, are expected to follow professional business protocol and provide their immediate supervisor with a two-week notice.

Students hired in another FWS position with a different FWS employer must also provide them confirmation of their FWS award. Students should note, when changing employers, the FWS Award does not increase. If earnings were paid from the FWS Award, then the student has the difference in earnings available to them with the new employer.