FWS Student Information

General Information

To participate in the Federal Work Study (FWS) program, the student must first confirm they have been awarded FWS.

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 (https://www.csus.edu/student-affairs/centers-programs/student-services-center/forms.html#financial-aid).

Students should read and follow the FWS Student Employee Hiring Instructions located on the Financial Aid Forms Page (https://www.csus.edu/student-affairs/centers-programs/student-services-center/forms.html#financial-aid). 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 (https://www.csus.edu/apply/financial-aid-scholarships/work-study/).

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 $15.00 - $20.00 per hour.

FWS Award

Beginning with the 2022-2023 academic year, FWS awards in general are awarded at $4,500 for the academic year or $2,250 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 out lined your SAP Appeal approval
- 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 (https://www.csus.edu/hr/docs/student_docs/Student_Evaluation.pdf)

Continuing FWS Students

Awarding for all continuing students will begin mid-June. 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.

Income Reporting on your 2022 – 2023 FAFSA

Earnings from FWS are reported as income on the financial aid application. Review your Student Aid Report and make certain you have entered all of your 2020 FWS income for the 2020 tax year.

1. Reporting FWS as income

If you have filed or will file a tax return, your FWS earnings are reported on the tax return and it becomes part of your Adjusted Gross Income.

If you will not file a tax return, you still need to enter your FWS earnings where it asks on the FAFSA, "How much did you earn from working in 2020."

2. Reporting FWS as need-based employment

FWS income (by itself) must be reported again on the FAFSA where it asks to enter an amount for **"Taxable earnings from need-based employment programs, such as Federal Work-Study and need based employment portions of fellowships and assistantships."**

By following these steps, your FWS earnings will not be included in the financial need calculation used to determine the amount of aid you may be eligible for in the 2022-2023 academic year.