



## **2018-19 FEDERAL WORK STUDY (FWS) AWARDING POLICY**

Federal Work Study is a type of federal financial aid administered through the university. The purpose of this program is to provide part-time employment to eligible undergraduate and graduate students. All such students are eligible to apply for the funding, regardless of enrollment status or dependency status. FWS jobs are assigned to provide student services or community services, and as such, may be located on or off campus.

The university ensures that FWS funds are reasonably available to all eligible students who demonstrate financial need (to the extent of available funds). Funds are reserved throughout the year to ensure that no advantage exists for students enrolling early in the award year as opposed to those enrolling later in the award year.

### **Application Procedure:**

Students make application by submitting 2018-19 FAFSA data to the federal processor via the FAFSA on the Web or by other means.

### **Selection Procedure:**

Applicants are considered for employment as FWS positions become available, with an understanding that they should be approved for positions that complement and reinforce their educational programs or career goals. The campus will provide to employers a copy of students' FWS Information Forms (listing experience and skills), award amounts, and award lengths, since these items speak to students' fitness for particular positions. The employer will determine which students would best fulfill the job requirements, and offers of employment are made accordingly.

### **Timing of Disbursements:**

Payment is made on a two-week payment period schedule, through the university payroll system.

### **Award Amounts:**

The university considers the number of hours students can work, their periods of enrollment, their financial need, applicable wage rates, and the amount of other financial assistance available when determining award amounts.

### **Award Notification Method:**

Students are notified as to their award amounts via the Financial Plan Form.