



FEDERAL WORK STUDY PROGRAM

Many students visit the Financial Aid Office with questions about the Federal Work Study Program (FWSP). Research indicates that a part-time job on campus is beneficial in many ways. A work assignment provides the student employee with a sense of belonging and worth, which in turn enhances student retention and strengthens the relationship the student enjoys with the College. Hopefully, you will find that FWSP is not only a great financial and learning opportunity, but also a chance to develop those skills and traits which are sought after by many employers. Many students list their work-study experience on resumes and employment applications. When contacted for references, the Financial Aid Office refers the prospective employer to the former student aide's supervisor for information regarding work ethic and performance.

What is the Purpose of the Federal Work-Study Program? The purpose of FWSP is to give part-time employment to undergraduate students who need the income to help meet the costs of postsecondary education and to encourage participation in community service activities. The Federal government contributes 75 percent of

every dollar you earn on FWSP and King's College contributes the remaining 25 percent.

Who is eligible to participate in FWSP?

Students must meet the following federally mandated criteria prior to being assigned:

- possess high school diploma or GED
- enrolled as a regular student in an eligible program
- be a U.S. citizen or eligible non-citizen
- have a valid Social Security Number
- make satisfactory progress and 2.0 GPA
- sign a statement of educational purpose certification statement on refunds and default
- sign a statement of updated information, if required
- register with the Selective Service, if required
- have "financial need"

What is Financial Need? Financial need is not having the available family resources, as calculated by the federal government, and other financial aid to meet your total educational costs.

Since FWSP is a federally funded financial aid program, students with the greatest financial need (after other student financial aid resources are awarded, including federal Direct Loans) are prioritized in the assignment process.

Is a Federal Work Study Award a Guarantee of a job? No, it just means the student falls within the eligibility guidelines. Jobs are competitive and our Federal Work Study budget is limited.

What types of jobs are available? Student aide positions exist in academic and administrative offices, the computer center, library, science labs, and in *community service* throughout the Wyoming Valley.

What is Community Service? Community Service positions are those jobs at King's College as well as local nonprofit, governmental and community-based organizations that provide services to improve the quality of life for community residents, particularly low income individuals. Community Service student aides work in public libraries, literacy training and tutoring programs, welfare and social services, and community improvement programs. Since the college must utilize a minimum of 15 percent of its payroll to Community Service, these positions receive priority in obtaining student aide assignments.

How do I know if I qualify for FWSP? You must complete the Free Application for Federal Student Aid (FAFSA) and an application for the FWSP. Your eligibility is listed on the financial aid award notice. Job announcements are posted on the King's Web Site (updated as openings become available). A FWSP application is also made available on our Web Site. **This form is necessary when interviewing for an available position.** The Federal Work-Study Application indicates the department where you are to work, pay rate, length of employment, and the amount you are eligible to earn. When you are assigned,

you must fill out all of the required paperwork and present two forms of identification (Social Security Card or Birth Certificate and King's College ID or Driver's License) to the Financial Aid Office.

What happens if I am not eligible? Although you may not be eligible for FWSP employment, the Financial Aid Staff will advise you as to what other non-FWSP jobs may be available on campus. You may also check with the Career Planning and Placement Office, which maintains a listing of part-time jobs available in the community.

What do I do once I am assigned? Once you are assigned to a job, you must review the job description with your supervisor to learn your rights and responsibilities and to develop a work schedule. Your work must be performed in the interest of the department for which you are assigned. Your supervisor cannot require you to perform personal errands or other personal services as part of your duties. Students on FWSP average about 5-10 hours of work per week during the semester.

Can I work during the break between the Fall and Spring Semesters? Students are allowed to work during the semester breaks as well as any other time when classes are not in session, but no "extra" funds are available and the earning limit indicated on your Federal Work-Study Employment Notification statement will not be increased.

How do I get paid? FWSP students are paid biweekly **by direct deposit** for the certified number of hours they actually worked during the pay period. Timesheets are done biweekly on your WebAdvisor (**under Employee**). Your supervisor will approve the completed timesheet, verifying dates and hours worked. Due to the short

processing times, there are no exceptions to this procedure. For any timesheet that is not completed on time, hours will need to be reported the next scheduled pay period timesheet.

Can I apply my FWSP earnings to my student account? Yes, you can apply your FWSP earnings to your student account. You must complete an authorization statement (available in the Financial Aid Office) indicating the percentage of your earnings you wish to have applied to your account.

What deductions are taken from my pay?

Your wages are subject to the withholding of federal, state and local taxes. FICA (Social Security) is not deducted while you are enrolled full-time, but it is required to be deducted during periods of part-time enrollment and while working during periods of non-enrollment.

Can I work during the summer? Yes, students may work during the summer if funds are available and they are pre-registered for the Fall Semester. However, priority in assigning FWSP positions will be given to students who are enrolled for six or more credits at the college during the summer. Students who are not enrolled for classes but are on FWSP are expected to be able to contribute a predetermined portion of their summer earnings (earnings minus taxes and job-related costs) to meet a portion of the cost of attendance for the Fall Semester.

Is my job guaranteed every year? FWSP positions are not permanent assignments. Students must reapply for assignments for each academic year and summer period. **Students who receive satisfactory ratings from their supervisors and meet all federal eligibility criteria generally do**

not have much difficulty in retaining their previous assignment.

Where can I get more information? The best place to get more information is by contacting the Financial Aid Office if you have any questions about the financial aid aspect of FWSP. Do not forget that your supervisor is available to work with and assist you in any day-to-day questions you may have regarding your assigned responsibilities.

King's College does not discriminate because of age, race, creed, sex, marital status, or national or ethnic origin in its selection of financial aid recipients. Questions should be directed to the Equal Opportunity Officer at 570-208-5925.