

## What is Federal Work Study?

The Federal Work Study (FWS) program provides you with an opportunity to be placed in a part-time job that accommodates your academic schedule. If you are awarded Federal Work Study, you must find an eligible work study job, either on-campus ([see Job Bank](#)) or off-campus, to receive the funds. You will need to see a Placement Officer in the Financial Aid Office in 1280 North Hall for eligibility screening, a contract and placement. The award is the maximum amount of money you will be eligible to earn under the FWS program. However, this does not mean that you will earn the entire amount during the academic year. Your earnings are determined by the rate of pay associated with your job and the number of hours you work per week. Students employed under the FWS program are paid on a biweekly basis. Your earnings may be subject to taxes. If you graduate or will not be enrolled for at least six credit (equated credits), you must stop working on the last day of the fall semester. You must keep track of your earnings so that you do not exceed your award.

To Receive FWS, you must:

- Have an award
- Be registered for at least six credits (or equated credits)
- Have satisfactory academic progress (2.0 for Undergraduates, 3.0 Graduates)

To be placed in a FWS job, you must:

- Go through the [Orientation](#) process
- Find an eligible part-time [job](#)
- [Download the forms](#) and bring them to a Placement Officer in the Financial Aid Office
- Be screened by a Placement Officer for eligibility and receive a [Contract](#)
- Bring the contract to a supervisor for completion
- Return the signed contract and employment forms ([I-9](#), [W4](#), [IT-2104](#) or [IT-2104-E](#)) with your [ID's](#) (Passport/Social Security Card/Birth Certificate and JJC Identification Card)
- \*Not be over-awarded

\* If you are over-awarded, it may be a result of additional grant funds, scholarships or loans added to your account; where there isn't enough room for all awards. Consequently, you may lose Work Study. (If you are a SEEK student, you **may** not be eligible for the FWS program)