

## **Work-Study FAQ**

### **What is work-study?**

Work-study is a federally funded program that assists students with the costs of post-secondary education. The Federal Work-Study Program helps students earn financial funding through a part-time work program.

### **How do I get work-study?**

Fill out the FASFA and check that you want work-study. If you qualify and apply for FASFA by March 1, you will receive an email application sent from Career Services.

### **I am eligible for financial aid; why didn't I get work-study?**

Work-study has limited funding.

### **What is the benefit of having work-study?**

It helps the student guarantee an on-campus job. Employers/Departments hire work-study students first because it helps their budget. Departments pay 25% of the wage and financial aid pays 75%.

Also helps student when filling FASFA next year, work-study is not counted as income and could help you get more aid.

### **How do I get the work-study money once I have been awarded?**

You will submit a time sheet every two weeks for hours worked and receive a pay check. Pay check is a direct deposit.

### **How many hours can I work?**

Generally, around 20 hours or less. It depends on how much you are awarded and the pay rate. Also if your department will pay to keep you on payroll if you run out of funding.

Graduate students get \$4500 and undergrads get \$4000.

### **How many jobs can I have on work-study?**

You can have two work-study jobs if needed. Your employers need to be award you have a second job and coordinate your hours so you do not go over.

### **Can I get work-study for summer?**

Yes, you can get summer work-study if funding is available. Summer work-study is a separate awarding from fall and spring. Summer Aid Applications are available March 1, in the Financial Aid Office.

### **When can I start working?**

You can start working the first day of classes and continue between the breaks if continuing the next semester.

### **How many credits do I need to have work-study?**

You must have at least 6 credit hours.

### **Can my employer schedule me during class time?**

Students are not permitted to work in FWS positions during their scheduled class times. Exceptions are permitted if an individual class is cancelled. Any such exception must be documented with the supervisor. Students may be required to submit their course schedule to their supervisor in order to ensure that they are not working during class time. If an employer requires a student to work during class time, the student should report this to the FWS Coordinator.

### **Will work-study effect my student loans?**

If you do not have enough unmet need for work-study you may have to choose between loan or work-study. Generally, the students can have both.

### **What if I can't find a work-study job?**

You can apply for on-campus part-time ACA positions in Career AGGIE and let the employer know you have a work-study award. It could increase your chances of the getting the position.

You can also talk to your academic department or professors and let them know you have this award. Sometime a position can be created for you if department have the funding.

### **What is America Reads?**

This is work-study funding set aside for tutors to work in elementary schools.

Currently, 120 students are working in 8 different elementary schools in Cache Valley.

These jobs are posted in Career AGGIE or talk with Todd Milovich.

### **What hiring paper-work is need to be set-up on work-study?**

The student will need a Work-Study Agreement form, I-9, W2, MOA, and an EPAF completed. This is done by the hiring department.

P04 is work-study      Account code 625500

P05 is regular payroll      Account code 625300