

# FEDERAL WORK STUDY (FWS) TERMS & CONDITIONS

## General

- Students must have a valid FAFSA for the academic year they want to receive FWS.
- A FWS student cannot displace a current staff member.
- Workman's Compensation insurance covers FWS students and any injury should be reported to their supervisor immediately.
- Any changes in a student's financial aid package may result in a decrease or increase in FWS funding.

## Academic

- Students must be enrolled for at least 6 credits per semester.
- Students cannot work in a FWS position if they withdraw from the University.
- Students must make satisfactory academic progress by maintaining a 2.0 GPA.
- Employers must show educational purpose when posting FWS positions by identifying learning opportunities.

## Work Schedule

- Students can begin working as early as the first day of classes and no later than the last day of finals, each semester.
- Students are entitled to one, 15-minute break for every 4-hour block of time worked.
- Students holding more than one FWS job must notify all FWS employers to avoid exceeding their work study funding.
- FWS funding does not guarantee on-campus employment; students apply for FWS jobs through AGGIE Handshake, Utah State's online job board. You can click or enter the following link: [usu.joinhandshake.com](https://usu.joinhandshake.com)
- Students are required to find a FWS job by the 3rd week of the semester or the funding may be cancelled.
- 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.

## Payroll

- Students must keep an accurate time sheet that is verified by their supervisor biweekly, prior to submission for payroll.
- Students are encouraged to earn up to their maximum FWS funding.
- When gross funding is reached the student must be terminated from FWS but may be rehired on traditional payroll.
- If students work more than one FWS job, both employers must track funding to ensure limits are not surpassed.
- Hourly wages can be determined by using the job classifications outlined in this document: [Student Wage Classifications](#)
- Students can track FWS funding remaining in the student's Banner account online; this funding amount is updated one-week after each payroll period.