



FEDERAL WORK STUDY AND STUDENT EMPLOYMENT

Federal Work Study

Federal Work-Study (FWS) is a federally subsidized program designed to promote part-time employment of students to help them avoid excessive debt while in college. By working, students gain experience, develop new skills, and earn money to meet their educational and living expenses.

- FWS is awarded as part of a student's financial aid package.
- Awards are based on financial need and available funding.
- Any changes in a student's financial aid package may result in a decrease in FWS funding.
- This may affect the students' ability to continue work in their current department and may result in separating the student from their on-campus job. Various departments are dependent upon FWS funding and may not have the budget to support a non-work study student.
- FWS Award does not guarantee on-campus employment.
- Students must participate in the recruitment process by applying to current on-campus job opportunities and/or select university community service FWS off-campus tutor positions.
- Student job placement by SES is not encouraged as we are committed to the students' experiential education through hands-on learning and experiences which will promote and prepare them for post undergraduate & graduate endeavors.

FWS Eligibility

FWS is available to both undergraduate and graduate students who demonstrate financial need. To be considered for FWS employment eligibility, a student will need to complete and submit a Free Application for Federal Student Aid (FAFSA) to the Federal Processor by March 2 each academic year. Please refer to your Financial Aid award letter to confirm whether you have received a federal work study award as part of your financial aid package. Further inquiries regarding FAFSA should be directed to the Financial Aid Office.

- Student must be enrolled and maintain at least half-time enrollment (6 undergraduate credit hours or 4 graduate credit hours).
- Audited classes are not considered degree-granting credits and do not count toward the credit hour requirement.
- Maintain satisfactory academic progress as per university and/or school or college guidelines. Specific information about satisfactory academic progress requirements can be found on the Financial Aid portion of the Chapman University website.

- If a student withdraws or is dismissed from the University at any point during the award period, s/he will be removed from the Work-Study payroll, and the Work-Study award will be canceled for the remainder of the academic year.
- A student's FWS status will be confirmed by the Student Employment Office upon selection for hire before the student begins working.
- It is important for students to note that the work-study period runs from the start of the fall semester to the end of the academic year (approximately 9/1 to 5/31).

FWS Job Process & Earning Work-Study Funds

FWS Awards does not guarantee on-campus employment. Students must participate in the on-line recruitment process by applying to current on-campus job opportunities and/or select university community service FWS tutor off-campus tutor positions. Student job placement by SES is not encouraged as we are committed to the students' experiential education through hands-on learning and experiences which will promote and prepare them for post undergraduate & graduate endeavors. The job process is as follows:

- Student hiring managers will open recruitment for a vacancy within their school, college or department.
- The hiring manager(s) are responsible for reviewing and selecting student(s) for the interview process
- The hiring manager(s) will select final candidate(s) for their student job based on: the skills, knowledge and abilities of the student, student's schedule availability that best match the department's business needs.

Students hired in off-campus community services FWS tutor positions, must receive authorization from Student Employment Services prior to beginning work. If a student is enrolled awarded Federal Work-Study for the entire academic year, the student's award is typically divided equally between the fall and spring semesters. Any unearned portion of the fall award will be carried into the spring semester.

Working Multiple Work-Study Jobs

Students employed on the Work-Study payroll may earn their funds in more than one FWS job.

- The total amount authorized for all jobs should equal the total FWS amount awarded to the student.
- Students wishing to work two or more concurrent jobs must inform their hiring managers on how much FWS they wish to earn at each job.
- Inform all hiring managers of their current work schedules and any changes.
- Work with hiring managers to coordinate and avoid incurring meal period violations.
- Students wishing to leave one Work-Study job to begin another will need to inform the hiring manager and Student Employment Services.

FWS Earning Limit & Suggested Total Hours of Work Per Week

Eligible FWS students will receive a Financial Aid Award Letter from the Financial Aid Office. The award amount listed indicates the FWS earnings limit for the award year. Since FWS is a source of Federal financial aid, the total gross FWS earnings for the year cannot exceed the FWS award amount. FWS awards may not be carried over from year to year even if they are not earned in full.

- To determine the number of hours a FWS student employee can work per week, divide the total FWS award for the year by the Students hourly rate of pay. This number is then divided by 32 weeks (the number of weeks in an academic year).
- Increasing the hours worked per week and or hourly rate of pay may risk using up a student's entire FWS award before the end of the academic year.
- Hours are based on CA Minimum Wage (\$8.00) over a 32-week Academic Year. (Example: \$1,800/\$8.00 per hour = 225 hours, 225 hours/32 weeks = approximately 7 hours per week.)
- Replace the minimum wage rate with the student's hired hourly pay rate to adjust the calculations.
- Students that work more than one FWS on-campus job will need to discuss their schedules accordingly with each student hiring manager.
- Students working in more than one FWS on-campus job may exhaust their FWS sooner as each job may have varying rates of pay.

SEMESTER AWARD	ANNUAL AWARD	# WORK HRS/WEEK
\$900	\$1,800	7.03 hours
\$1,000	\$2,000	7.81 hours
\$1,100	\$2,200	8.59 hours
\$1,200	\$2,400	9.38 hours
\$1,300	\$2,600	10.16 hours
\$1,400	\$2,800	10.94 hours
\$1,500	\$3,000	11.72 hours

FWS Adjustments of Award Amounts

The Financial Aid Office may be able to adjust a FWS award amount. The student must visit the Financial Aid office to make any changes to their Financial Aid package. The following are a few examples of adjustments:

- Award dollars may be increased if a student has an "unmet financial need" and funding is available.
- Student falls below half-time enrollment or receives additional financial aid which changes his/her total financial aid eligibility, the student's employment may be terminated or the FWS award amount reduced.

Please note that when a change in FWS occurs,

- The ***student is responsible*** for informing their direct supervisor and/or employing department's budget officer in addition to Student Employment Services of this change via email.
- The employing department will decide whether it will be possible to pay the student with University Funding.
- If the employing department chooses to continue paying a student under University Funding, the department will pay 100% of the student's salary.