



Federal Work Study Q & A

The Federal Work Study Program (FWS) is financial aid which offers students the opportunity to earn money part-time to help with their educational expenses.

What are the eligibility requirements?

To receive FWS, you must meet the eligibility requirements for federal student aid. You must:

- Demonstrate financial need.
- Have a high school diploma, a GED, or pass an approved ability to benefit test, or have been home-schooled.
- Be enrolled to obtain a degree (matriculated).
- Be a US citizen, permanent resident or other eligible classification of non-citizen.
- Have a valid Social Security number.
- Maintain satisfactory academic standing (meet SAP).
- Register with Selective Service, if you are a male between the ages of 18 and 25.
- Certify by signing a FAFSA that you will use any federal student aid funds awarded to you solely for educational purposes.
- Certify by signing a FAFSA that you are not in default of any federal student loan and that you do not owe a repayment of any federal student aid grant.

Note: If you are an entering freshman, you will not be eligible to participate in the Federal Work Study program until the beginning of the Fall semester.

How do I apply?

To be considered for this award, you must fill out your financial aid applications by an established filing deadline and request consideration for FWS by checking the appropriate box on the FAFSA. FWS money is awarded on a first-come, first served basis. The College receives a fixed amount of money each academic year to make FWS awards. Once this money is awarded, there is no more for that academic year. You are encouraged to file your financial aid applications early.

If you are awarded Federal work-Study, the award will be posted to your Financial Aid Award summary page in CUNYFirst you will also receive an e-mail award letter that will indicate that you have been awarded Federal Work-Study.



Where would I work?

Where you work depends on the amount of your award, class schedule and job skills.

To the maximum extent possible, the FWS Placement Office tries to place you in a job that complements or reinforces your educational program or career goals.

You may work either on-campus in one of the departments of the College, off-campus at a number of non-profit community service agencies affiliated with CUNY or with NYC Public Service Corps.

If you receive a small award or have a heavy class schedule, you may be placed on-campus.

Can I choose where I would like to work?

Yes. If you receive a FWS award, you will be able to navigate to the NextGen website to search for jobs that meet your criteria. Simply click, "Applicants & Employees" link, then choose, "**Apply for a job on-campus** or **Apply for a job off-campus.**" Next, click "Quick search" or "Advanced search." You must also follow the FWS placement steps, found on the Federal Work-Study resource page to complete placement. If you are hired, you and your work-study employer will receive an approval by email from the work-study placement office. You may then begin to work.

Can I earn as much money as I want?

No. Your FWS award represents the maximum amount you may earn for the academic year. How much of the total award you actually receive depends upon your rate of pay, the total number of hours you work each week and the number of weeks you work in the year. Once you have earned your maximum FWS award, you will have to stop working.

Am I paid an hourly wage or a salary?

You are paid by the **hour**, You will receive at least \$15 per hour for on-campus positions. The rate of pay for jobs off-campus varies depending on the position. Currently, Off-campus pay rate is \$13.50.



How will I be paid?

Every two weeks, your supervisor submits a time sheet for you to Next Gen (timesheetx). You will receive a paycheck every two weeks, please see Federal Work-Study Payroll Schedule which may be found on the Federal Work-Study Resource page. **Your timesheets must be submitted on time** in order to be **paid**.

If I am unable to earn my entire award, will I be able to receive the rest of the money?

No. You can be paid only for the hours you have worked. If you cannot earn your entire FWS award before the end of the academic year, the unearned portion of your award is returned to the program.

How many credits do I have to take for FWS eligibility?

You must register for and maintain an enrollment status of half-time (6 credits or equated credits) or greater to be eligible for FWS. If, for any reason, your course load falls below half-time, you can no longer participate in the program and must stop working.

Do I have to stop working if I withdraw from school?

Yes. If you withdraw from school for any reason, you lose your eligibility for FWS and must stop working.

I am currently receiving unemployment. Do I have to report FWS earnings to the unemployment office?

Yes. If you are receiving unemployment insurance benefits and are employed in the FWS program, you must notify your local unemployment office that you are working in the FWS program. The New York State Department of Labor considers it willful misrepresentation to collect unemployment benefits without revealing that you are also receiving FWS.

Are FWS earnings taxable?

Yes. FWS earnings are considered taxable income by both federal and state governments. However, FWS earnings are not included in the calculation of your eligibility for financial aid.



Do I receive pay for holidays or sick leave?

No. The principle involved in paying a student under work-study is an hour's pay for an hour's work. **Students do not get paid for holidays, sick days and hours of work missed because of lateness, for long breaks such as lunch hours, or for time worked when they have scheduled classes.**

Why do I have to fill out an I-9 Form?

According to federal law, the identity and work eligibility of all FWS students must be verified before beginning a FWS assignment. You will have to complete an I-9 form and present certain documents to an appropriate FWS representative. You may not participate in the on-campus FWS program until you have filed an I-9 form with the Financial Aid Office. If you work off-campus, you will file your I-9 with your off-campus employer.

What are the benefits of the FWS program?

If you have never had a job, the FWS program can give you your first exposure to the world of work. FWS employers are often willing to give you on-the-job training. You can find positions relating directly to your program of study or career choice, thereby gaining valuable job experience. You may learn about giving something back to the community through a community service related FWS position. When seeking regular employment after graduation, you may use your FWS job as an employment reference. If you are enrolled in the Cooperative Education department, you can sometimes use your FWS job to fulfill your internship requirement. Finally, you could be taken on as a regular employee by the employer you worked for as a FWS student.