

FEDERAL WORK STUDY



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<u>WHAT IS FWS?</u>	<u>QUALIFICATIONS</u>	<u>FYI</u>	<u>APPLY</u>
<p>THE FEDERAL WORK STUDY (FWS) PROGRAM WAS CREATED TO STIMULATE AND PROMOTE PART-TIME WORK FOR STUDENTS WHO HAVE FINANCIAL NEED AND WHO NEED EARNINGS TO PURSUE A COLLEGE EDUCATION. IT ALLOWS STUDENTS TO MEET THEIR EDUCATIONAL EXPENSE WITHOUT OBTAINING DEBT. IT IS INTENDED TO PROVIDE WORTH-WHILE JOB OPPORTUNITIES FOR QUALIFIED PARTICIPATES. STUDENTS ARE PAID ONCE A MONTH ON AN HOURLY BASIS (AT LEAST THE STATE'S CURRENT MINIMUM WAGE)</p>	<ul style="list-style-type: none"> MUST HAVE A CURRENT YEAR FAFSA ON FILE. ALL FINANCIAL AID REQUIREMENTS MUST BE COMPLETE UPON SUBMISSION OF AN APPLICATION. MUST HAVE A FINANCIAL NEED. STUDENTS WITH DEFAULTED LOANS WILL NOT QUALIFY FOR FEDERAL WORK STUDY. MUST MEET THE STANDARD OF THE SATISFACTORY ACADEMIC PROGRESS POLICY. <p>UPON AN AWARD, ALL STUDENTS MUST HAVE A SIGNED AUTHORIZATION FORM ON FILE.</p>	<p>You may apply for the academic school year on one application. Select all terms that apply.</p> <p>FWS is awarded on a first come first serve basis!!!</p> <p>Completing an application <u>does not guarantee</u> a job placement.</p>	<p>APPLICATIONS ARE AVAILABLE ONLINE AT WWW.SUSLA.EDU</p> <p>~OR~</p> <p>MAY BE PICKED UP IN THE FINANCIAL AID OFFICE</p> <p><u>APPLICATIONS MUST INCLUDE:</u></p> <ul style="list-style-type: none"> - APPLICATION FOR STUDENT EMPLOYMENT (CURRENT YEAR) -CONFIDENTIALITY AGREEMENT -SUPERVISOR RULES & REGULATIONS -W-4 (EMPLOYEE'S WITHHOLDINGS ALLOWANCE CERTIFICATE) -I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION) -L-4 (EMPLOYEE WITHHOLDING EXEMPTION CERTIFICATE) -CURRENT STATE PICTURE ID/SS CARD <p>~OR~</p> <p>CURRENT SUSLA ID/ BIRTH CERTIFICATE</p> <ul style="list-style-type: none"> -RESUME -DIRECT DEPOSIT FORM
<u>RESPONSIBILITIES AS A STUDENT WORKER</u>			
<ul style="list-style-type: none"> Report to work promptly. Notify your supervisor as soon as possible if you will be late or unable to work. Do not conduct personal business on the job. Dress appropriately for your work location. Report accurate hours to your supervisor and sign timesheets on time. Timesheets are typically due the first of each month. Timesheets are to be submitted to the office by your assigned supervisor. Follow all university policies/practices including but not limited to confidentiality. Students are <u>NOT ALLOWED</u> to work during scheduled class times. If classes are cancelled or released early, students are still <u>PROHIBITED</u> from working during class times. 			