FEDERAL WORK STUDY (FWS) PROGRAM

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What is FWS?

Federal Work-Study is a federally funded program that provides part-time employment opportunities for students with financial need as determined by the FAFSA application.

The FWS program aims to provide assistance to departments and not to replace existing full or part-time work positions.

Work Study opportunities are limited and students are considered for employment on a first-come, first-served basis.

Work Study is not credited to your student account. If you choose to participate and work, you will receive a check bimonthly for the actual hours worked up to the awarded amount.

This program begins in the Fall and ends in the Summer semester of each year or until awards have been exhausted.

Students will be not be awarded until after approval is made by both the Financial Aid Department and the Human Resources Department.

Please note: FWS can be terminated without any prior notice at anytime due to fund availability, or if student has not satisfactorily fulfilled the requirements of the position, or has reached the allotted budget before the Academic Year has concluded. FWS positions are not guaranteed.
Financial Aid Requirements

- Free Application for Federal Student Aid (FAFSA)
- Demonstrate financial need
- Complete Financial Aid Package
- Sign Award Letter with Work Study Award
- Employer confirmation of work study position
- Orientation with the Financial Aid Department and the Human Resources Department

NOTE: Work Study opportunities are limited and students are considered for employment on a first-come basis.
Work Study Guidelines

Students approved to start working will be:

1. Paid an hourly rate of $10
2. Able to work up to, but **not exceed 20 hours** per week. You can only be paid for approved hours thru Title IV funding.
3. Responsible for Timecards to be signed by Supervisors and initialed by a Financial Aid Administrator, prior to being forwarded to Payroll.
4. Completed with their assignment by the time the current Academic Year has ended or once Award amount has been exhausted.
HUMAN RESOURCES

- Students will need to attend an orientation with Human Resources Department to submit documents that establish both Identity and Employment Authorization prior to being cleared to start a position. (More information will be provided by an HR Official)
CONTACT

Interested in work study? Questions?
Please contact the Financial Aid Team:

- **Lanae Herrera** *Financial Aid Director*
  - 323-563-5822 lanaeherrera@cdrewu.edu

- **Laney Bumagat** *Asst. Director of Financial Aid*
  - 323-563-4824 eulaniebumagat@cdrewu.edu

- **Michael Mathis** *Financial Aid Specialist*
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