



## Federal Work Study Program

### **WHAT IS FEDERAL WORK STUDY (FWS) EMPLOYMENT?**

Federal Work Study is offered to undergraduate and graduate students as part of the total financial aid package to assist with meeting the cost of education. This program enables eligible students to earn part-time employment while attending school. It provides worthwhile job opportunities to students and provides a valuable part-time work force for employers.

### **HOW DO I BECOME ELIGIBLE FOR FEDERAL WS EMPLOYMENT?**

You must fill out the Free Application for Federal Student Aid (FAFSA) and submit it to the Federal processor. This will result in a Student Aid Report (SAR) which is sent directly to you. The FAFSA is available from the Office of Student Financial Aid, located in Rollins Hall. FWS is a financial aid award and must be evaluated with all other financial aid programs. If you are awarded FWS as part of your financial aid award, you may be considered for FWS employment opportunities. However, your eligibility to be considered for this program does not guarantee that you will be employed. You must compete with other FWS recipients for available positions.

### **HOW MUCH FWS AID MAY I RECEIVE?**

The amount of your FWS award is determined by several factors, including your total financial need and your other financial aid awards. An FWS award is not like other awards or grants because you receive no funds at the beginning of a term. For example, the average FWS award is \$2500 per academic year (Fall and Spring). This amount should be considered as a maximum that can be earned in FWS and the award is subject to reduction if other financial aid award changes occur. If this occurs, you will be notified in writing.



**YOUR RESPONSIBILITIES AS A FWS STUDENT INCLUDE:**

**Locating FWS employment.** It is your responsibility to apply for FWS job openings. If you are unable to find FWS employment, assistance is available to you through the Career Management Center by reviewing the job listings on their web site.

- ◆ **Take your job seriously.**
- ◆ **Dress appropriately.**
- ◆ **Resolve problems.**
- ◆ **Monitor your earnings.**
- ◆ **Be dependable.**

**FOR MORE INFORMATION:**

For questions regarding financial aid and FWS, contact Office of Student Financial Aid, Rollins Hall, (757) 683-3683. For questions related to part-time employment and Federal Work Study employment, contact Career Management Center, 2202 Webb University Center, (757) 683-4388.

**FEDERAL WORK-STUDY STUDENT CHECKLIST**

The following checklist is designed to help you make the most of your Federal Work Study Award.

- ◆ Sign and Return your Award Letter to Financial Aid, Rollins Hall.
- ◆ Review job postings at <http://www.odu.edu/~cmc/> and schedule appointment for job interviews (bring a copy of your award letter to each job interview).
- ◆ Complete the following forms when you are offered a job
  - ◆ I-9, Employment Eligibility Certification
  - ◆ Drug Notification Form
  - ◆ Tax Withholding Form (state and federal)
- ◆ Verify that your department has completed the E-1S.
- ◆ If you receive a "Revised Offer Letter" from Financial Aid, read it
- ◆ **IMMEDIATELY!** This is your only notice if your FWS is reduced or canceled. Present a copy of the revised award letter to your supervisor.

**Need More Information?**

**Contact any of the following offices for additional information.**

Career Management Center  
2202 Webb University Center  
Internet: [www.odu.edu/~cmc/](http://www.odu.edu/~cmc/)  
Telephone: 757-683-5398

E-1S Processing  
Office of Finance, 220 Rollins Hall  
Internet: [www.odu.edu](http://www.odu.edu)  
Telephone: 757-683-5399

International Student Services  
Dragas Center, 49th Street  
Internet: [www.odu.edu](http://www.odu.edu)  
Telephone: 757-683-4756

Academic Affairs  
New Administration Building  
Internet: [www.odu.edu](http://www.odu.edu)  
Telephone: 757-683-5319