



Federal Work Study – Frequently Asked Questions

What is Federal Work-Study?

Federal Work Study is a federally funded program offered to students who complete a FAFSA and demonstrate financial need. Students are offered an allocation of funding which they earn for hours worked via biweekly paychecks.

How can I get Federal Work Study?

Students who are interested in participating in the Federal Work Study Program must submit a FAFSA application and express their interest in the program by completing the Federal Work Study Interest form. The Financial Aid Office will review students who are interested in the program for eligibility. Students eligible for Federal Work Study will see their allocation reflected on their financial aid offer letter.

Students must be hired for a position to access their federal work study allocation.

What if I submit the Federal Work Study Interest Form and I am *not* eligible for the program?

Students who are not eligible for the federal work study program can still work on campus and may apply for most positions! Non-eligible students should review whether a job position requires federal work study eligibility before applying. This information is viewable on the job posting.

How do I find a job on campus?

Students may look for open positions on the Campus Job Board on Inside ArtCenter. Each position will have a job description, requirements and qualifications to apply, and the contact information to which students can send application inquiries.

Supervisors who wish to advertise an open position can send a completed Job Description form to FWS@artcenter.edu using the instructions provided by HR.

I was hired for a job; how do I start working?

Students must complete a Student Employment Authorization form before they can begin work.

First-time workers can follow these instructions:

https://inside.artcenter.edu/cms/pluginfile.php/50619/mod_page/content/19/Directions%20for%200First%20Time%20Student%20Workers.pdf



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Continuing workers must complete a Student Employment Authorization for each position they are hired for and must renew these forms each term.

How much can I work?

Students may work up to 20 hours per week and no more than 8 hours per day.

Can I have more than one job?

Students may have more than one position on campus, however students cannot exceed 20 total hours work per week or 8 total hours worked per day. A student's FWS allocation is not individually assigned to a position, nor does it increase if a student has multiple jobs.

Students with more than one job on campus may reach their allocation sooner.

What if I don't find a job or use all my allocation?

Any unused federal work study allocations are relinquished at the end of the term for which they are awarded.

If I have work-study this year, will I receive work-study next year?

Federal Work Study allocations are awarded to students who have demonstrated financial need on their FAFSA applications. A student's Federal Work Study eligibility will be evaluated annually based on their current FAFSA application.