

## **Federal Work Study FAQs**

### **1. What is Federal Work Study?**

Federal Work Study (FWS), is a program funded by the federal government and is designed to help supplement your income while you are attending school. A FWS position is treated just like a normal job, so you must follow proper employee etiquette. If you fail to comply with HR policies you may be at risk of termination of employment.

### **2. What makes me eligible?**

You must have a completed FAFSA application on file along with all of your required documentation completed with the school. In addition, you must be enrolled in a minimum of 6 credit hours, meet Satisfactory Academic Progress, and have unmet need available.

### **3. Can I lose my eligibility throughout the year?**

Yes. There are certain factors that can change your eligibility:

- If you fall below 6 credit hours of enrollment anytime during the semester, you are deemed ineligible for FWS and cannot continue employment.
- Failure to meet Satisfactory Academic Progress can also make you ineligible for FWS.
- Changes in your award package may also affect your eligibility. This includes adding additional loans and/or receiving scholarship awards.

### **4. Who determines my FWS eligibility?**

Enrollment Services will determine your eligibility for the year. Once eligible, you will be given a FWS eligibility slip with an estimate award amount to give to your hiring supervisor. It is the responsibility of the student to maintain eligibility throughout the academic year to continue with the FWS program.

### **5. How do I find a job on campus?**

You can find a job on campus by visiting Career Services located in the AD 42, 18 building at the Southern and Dobson campus, and in RDM Willow at the Red Mountain campus.

### **6. Does FWS pay my tuition directly?**

No. Federal Regulations do not allow us to credit your paycheck directly to your student account. If you wish to make a payment you can go into Cashier's office or pay online through your Student Services Center at [www.my.maricopa.edu](http://www.my.maricopa.edu).

### **7. How do I receive my FWS money?**

Your work study award is paid out as earnings, and is never directly paid to your student account. You will receive a paycheck from MCC payroll biweekly. The Federal Work Study amount you see on your financial aid award letter represents the maximum amount you can earn during your FWS program dates.

### **8. Can I work more than 20 hours a week?**

No. Since the purpose of the program is to help you succeed in your classes, the amount of hours you are allowed to work are limited to 20 hours a week. During breaks, you may work more than 20 hours only if you have sufficient funding and you obtain approval from your employer.

9. **How long is my FWS award good for?**

Your FWS award is good for one semester. Generally you are awarded for the full academic year (Fall & Spring). However, if you and your supervisor wish to continue your employment, a new contract must be created by your supervisor at the beginning of every semester. You cannot work beyond the last day of the semester.

10. **What happens if I do not earn my entire FWS award?**

Students must earn their FWS through work. If you do not use all your funds by the end of the contract, the Financial Aid office may take back any unused funds.

11. **What is unmet need?**

Unmet need is the difference between your Cost of Attendance (COA) and your Expected Family Contribution (EFC).

12. **What is Cost of Attendance?**

The Cost of Attendance (COA) for a student is an estimate of educational expenses for the period of enrollment. This is the college's estimate of what your total costs will be for the year.

13. **What is an EFC?**

The Expected Family Contribution (EFC) is the number calculated from your FAFSA application that the school uses to determine the amount of federal student aid you are eligible to receive. Factors such as family size, number of family members in college, family earnings and savings are used to determine this number.

14. **My Maximum Timeframe was recently approved. Does that mean I am automatically eligible for FWS?**

No, not necessarily. You must be registered in at least 6 credit hours of approved classes on your Restricted Course List.

**Remember: Federal Work-Study is a real job!**

The work-study job application process is very competitive. You are applying for a real job and as such you should dress and act like you are applying for a job. You should be prepared to tell the supervisors what skills you possess and relate any past job history or pertinent experience. There are many more eligible students looking for jobs in the work-study program than there are jobs available, so make sure you look and act as professional as possible. Remember to bring an up-to-date resume to your interview, or submit it by email if directed. If you need assistance with job search techniques, please meet with a Career Services Advisor.