

Guidelines for Federal Work Study

- All students who are awarded Federal Work Study are given a yellow work authorization form (WAF) in their campus box before the first day of classes. If a student doesn't have a work authorization form when they interview for a job, they must contact me. There may be a reason they don't have a form, and they are not able to start working without one.
- Having FWS eligibility for the previous year does not necessarily mean the student has it for the current year. When in doubt, please check with me.
- Students must have a WAF for each position they hold. If they have more than one position, they must have a WAF for each one.
- We encourage students to work only one job. There are exceptions such as Biology and Chemistry lab workers and PAL tutors.
- If you have a position that you consider special skills, please let me know and you can hire a specific student for this position. I will see if they are FWS eligible. If they are, I will award them FWS. If not, they will have to be paid from a different line item in your budget.
- Students should not work more than 8-10 hours per week. If you need a student more than that, we encourage you to hire an additional student worker. Exceptions are during Intersession and Spring Break when there are less students on campus.
- Please contact me if you want to hire someone and you are not sure they are FWS eligible. We have had situations where students are hired and have already started working when they are not FWS eligible. I don't mind checking their eligibility for you.
- Work Authorization forms are for the entire academic year. Students do not need a new one each semester.