

## **Federal Work Study General Conditions, Terms, and Process**

Federal Work Study (FWS) awards will be included in an SAU Tech award letter if a student indicates on their FAFSA that they want to participate in the FWS program. Students will be awarded to the extent that they are eligible once their federal financial aid file has been processed. Receiving a FWS award on an award letter does not guarantee a student a FWS positions. Students must interview for and be hired in order to actually receive FWS funds.

Students must make certain they retain eligibility for FWS funds. If students are later awarded other aid and/or scholarships, FWS eligibility can change. Students will be instructed to see the Financial Aid Office to determine if they are still eligible for FWS funds before they interview for a position.

Job openings will be posted on SAU Tech's employment webpage:

<http://www.sautech.edu/employment/>. Eligible students are to contact the supervisor with each department they wish to interview and set up an appointment. Student's may pick up a FWS application in the Financial Aid Office, and take this to any position for which they interview. After supervisors select the student they will hire, the Financial Aid Office will contact the student and inform them of the position. Students will be required to complete a FWS contract, undergo a FWS orientation, and complete employee paperwork through the payroll office.

FWS contracts will list the actual amount awarded and approximate hours per week for the student to work. Timesheets will be submitted monthly to the Financial Aid Office, and payment is made around the 15<sup>th</sup> of the following month. Students are paid directly for their work; FWS funds are not used to pay any institutional costs.

For any questions regarding FWS, please contact the Financial Aid Office at 870-574-4511.