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## WORK-STUDY PROGRAMS

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### THE FEDERAL WORK-STUDY PROGRAM

Federal Work-Study (FWS) is a federally subsidized program designed to promote part-time employment of financially eligible students to help avoid excessive debt while in school. If FWS is a part of your financial aid awards, you may apply for on-campus jobs. Working at an hourly rate, you are allowed to earn the total work-study amount granted to you. While all employers must pay at least campus minimum wage, pay varies depending on the job responsibilities and your qualifications.

#### BENEFITS:

Working on campus has many advantages, which include the following:

- Academic-year FWS earnings are exempt from student contribution calculations on the subsequent aid year's Free Application for Federal Student Aid (FAFSA).
- It may help you avoid excessive debt, because you earn as you learn.
- It may be more "convenient" because you can work between classes more easily.
- It may be more "flexible" because on-campus employers are familiar with the academic calendar.
- It may help you get more involved in campus activities as you get to know more university students, staff, and faculty.
- It may provide additional preparation for your post-graduation job search, because many on-campus jobs are in career-related areas or offer you more responsibility each year you work.

*You are responsible for finding your own job and meeting hiring requirements.* FWS job openings are available at <https://jobs.ku.edu>. Many campus departments and offices are eager to hire FWS student employees!

When classes are in session, you may work up to 30 hours per week. When classes are not in session, including summer, you may work up to 40 hours per week. FWS students and employers are responsible for monitoring the status of the FWS award. Once your earnings limit has been reached, you are no longer eligible to work as an FWS student employee. At that time, your employment must be terminated or switched to regular student hourly payroll.

To remain eligible for FWS (and all other federal aid) you must meet the Financial Aid and Scholarships (FAS) Satisfactory Academic Progress (SAP) standards. Grades and credit totals are monitored at the end of each semester to determine eligibility for the following semester. To review the SAP standards, please visit [www.financialaid.ku.edu/eligibility/sap.shtml](http://www.financialaid.ku.edu/eligibility/sap.shtml).

IF FWS does not appear on your Accept/Decline Awards screen in Enroll & Pay and you are interested in this program, please schedule an appointment with a Financial Aid Counselor to discuss the effect that FWS would have on your other awards. If funds are available, there may be an "FWS Open Request" period. Check the FAS website at [www.financialaid.ku.edu](http://www.financialaid.ku.edu) for FWS updates, including an online application for open request periods.

Some positions are defined as "community service" positions. These jobs allow you to work in an office serving residents of Lawrence, particularly low-income residents.

## THE KANSAS CAREER WORK-STUDY PROGRAM

The Kansas Career Work-Study Program is a state-funded program intended to provide employers with incentives to hire KU students in career-related positions.

### STUDENT ELIGIBILITY:

To participate in the Kansas Career Work-Study Program, you must meet the following criteria:

- Be a resident of the State of Kansas
- Maintain a cumulative 2.0 GPA or higher
- Be enrolled in a minimum of 6 hours
- Maintain a minimum semester 2.00 GPA
- Have a declared major related to work performed

While this is not a need-based program, there are limits as to what you may earn. If you are a financial aid recipient, the amount of aid that you are receiving is subtracted from your estimated **Cost of Attendance (COA)** to determine your earnings limit. If you receive no financial aid, then the COA is your earnings limit. Your employer is reimbursed for half of your earnings. It is the responsibility of both you and your employer to make sure that you do not earn more than your limit.

### EMPLOYER ELIGIBILITY:

To participate in the Kansas Career Work-Study Program, employers must meet the following criteria:

- Have a Federal Employee Identification Number (FEIN)
- Be a State of Kansas business using a Kansas bank
- Be willing to operate as your employer (you are not an employee of our office)

To participate, employers must submit an application to University Career Center (UCC). To be eligible for a contract, an employer must either have eligible students working for them or be in the process of hiring an eligible student. The amount of the contract is based on the estimated hours per week that the student(s) will work, multiplied by the hourly wage and the number of weeks the student will work. This amount is then divided in half for the amount that will be reimbursed by the State of Kansas. If the estimation is too low, an amendment may be granted if the funds are available.

Employers are responsible for interviewing and hiring the student participants. Students are put on the employer's regular payroll and the employers are responsible for social security deductions, etc. When classes are in session, you may work up to 20 hours per week. When classes are not in session, as well as the summer, you may work up to 40 hours per week.

Employers submit invoices at least once a month for reimbursement. It can take up to four weeks for the reimbursement check to arrive. It is to the employers benefit to submit invoices as quickly as possible.

For further information about the Kansas Career Work-Study Program, visit the University Career Center (UCC) website at [www.kucareerhawk.com](http://www.kucareerhawk.com). You may contact the UCC at (785) 864-3624 or email at [ucc@ku.edu](mailto:ucc@ku.edu).