Federal Work Study Program Information

Overview of Federal Work-Study Program

The Federal Work-Study (FWS) is a federal subsidized program that allows students with financial need to earn FWS awards through employment with authorized FWS employers. It provides eligible students with valuable employment opportunities and helps earn money for education and living expenses. In addition, this program provides University of North Carolina Wilmington (UNCW) with needed support staff at little or no cost to the employer. Students are paid with 75% of federal funds and 25% university funds.

Applying and Eligibility Requirements per term

Both undergraduate and graduate are eligible to participate in the FWS program. FWS is a need based program and the student must apply every year through the Free Application for Federal Student Aid (FAFSA) to be eligible. A student who is eligible one year may not be eligible the next year due to a change in financial circumstances and vice versa. Financial need is determined using federal methodology by the U.S. Department of Education processing center.

To be eligible for work study at UNCW, students must meet these requirements each term:

- Be a degree-seeking student or enrolled in an eligible certificate program
- Be enrolled in at least six credit hours throughout the term of employment. Audit classes do not count.
- Must not owe a repayment or be in default under any state or federal grant or loan program
- Maintain Satisfactory Academic Progress

Funding for student employment is limited so positions are available on a first-come, first-served basis.

Awards and Pay Rates

Currently at UNCW, the FWS award is $2500* for the academic year ($1250 each semester; *$2500 is the original award, but it may be reduced due to other grants and scholarships). A student is eligible to earn the $2500 or less. If the student works over the allowed amount, the department will have to cover the overage. If a department would like to continue using the FWS Student, they may have the FWS terminated and then reassign the student to a work-assist position.

UNCW Office of Scholarships & Financial Aid   www.uncw.edu/finaid
• Approved students can work up to 20 hours per week
• Pay rate: $7.25 per hour or more. The pay rate is determined by the department based on job duties and responsibilities for that position.
• Work study participants are paid on a monthly basis
• Students are awarded funds based on their financial need but are only paid for hours worked. Any unearned funds at the end of the program are forfeited.

Recruiting and Hiring

Job Listings Posted on the Internet
SeaWork is the online job posting system: a way for students to connect with work study and other employment opportunities.

EMPLOYERS: To advertise a position, please log onto the SeaWork page at http://www.uncw.edu/career/employers.html.

Work Schedule
Students may not be scheduled for work during their class period. Only if the class is cancelled may the student perform work during this time frame. Students are only allowed during periods of enrollment. This is from the first day of class until the last day of exams. Students may work during fall break and/or spring break, but not between fall semester and spring semester.

Paying the Student
Funds are paid to the student and do not go towards tuition, fees, or other university expenses. It does put money in their pockets for day to day living expenses. Students are paid on the 15th of each month from payroll. If the 15th falls on a holiday or weekend, the day will be adjusted up or back to meet the needs of the Payroll Office. All students are strongly encouraged to go to direct deposit. The form is located at http://uncw.edu/payroll/documents/payroll_direct_deposit.pdf. When new students pick up their first check from payroll, they will be given a form to complete and asked to attach a voided check for accurate processing of the direct deposit information.
Frequently Asked Questions

Does FWS pay my Tuition and Fees?
No; students will be paid on a monthly basis for hours worked by direct deposit. Tuition and fees are due prior to the beginning of the semester.

What kinds of duties will I perform with a work study job?
Each job description will have a list of duties.

For how many hours do I have to be registered to participate in the work-study program?
Students have to be enrolled in at least six credit hours to participate in the FWS program.

How many hours will I work a week?
This is determined between the department supervisor and the student. However, students may not earn more than the amount of money they have been awarded under the work study program. Typically, students work 10-15 hours per week and cannot exceed 20 hours per week.

I was not awarded work-study and want it. What do I do?
Contact Office of Scholarships & Financial Aid to see if you are eligible. You may be placed on a waiting list, and if funds become available students are awarded from the list.

I was awarded FWS, but it has recently been cancelled. Why?
1. A student must accept the award within 21 days or it may be cancelled.
2. If a student does not find a job within the first two weeks of classes, FWS may be cancelled.
3. In some cases if the student receives additional aid from grants or scholarships, federal regulations require that FWS be reduced or cancelled. Budgets for students receiving federal financial aid may not exceed the cost of attendance.

When can I start working?
As a work-study student, you are only able to work during the semester(s) you have been awarded work-study money. This is from the first day of class until the last day of exams (see catalogue for exact dates).

How much does the job pay?
Each job description listed on the web page has the pay rate listed. The rates vary by department and job responsibilities.

My department/employer wants proof of my work-study award. Where do I get that information?
You can print off a copy of your award information from SeaNet.