



The Federal Work Study Process

What is the Federal Work Study Program?

The Federal Work-Study Program offers an opportunity for students to earn money while gaining valuable job experience. Eligibility is determined by financial need as indicated on your [FAFSA](#). It is important to be aware that Federal Work Study is what's called campus-based aid. Campus based aid is financial resources that have been allocated to various colleges depending on their ability to participate in Federal Work Study Program and or Federal Supplemental Education Opportunity Grant (FSEOG).

Federal Work Study Availability

These funds are very limited and only allow for JSU to offer on a small fraction of our population FWS funds. These funds are first come first serve so it is important for students that are interested in Federal Work to complete their FAFSA as soon as possible which is traditionally October 1st of each year. Also, please be aware that not all students qualify for Federal Work Study as it depends on what a student's remaining unmet need. This calculation is combination of what you cost of attendance is minus your Student Aid Index (SAI) minus your award package. If you have a financial unmet need of \$5000 or greater you qualify for Federal Work Study but based on funding levels does not guarantee you will be awarded Federal Work Study.

What to do if you are awarded Federal Work Study

If offered Federal work Study if you intend to utilize these FWS funds a notification will be sent to all students offered FWS requesting that you must Accept your FWS award on their banner THEE account. There will be a timeframe typically up to one week to have this process completed. Once the deadline date to accept FWS has passed If you have not accepted their FWS award will lose their funds for the award year. NO Exceptions.

Getting Placed in a Federal Work Study Position

The Financial Aid Office (located on ground floor of B.F. Roberts) Student Employment and Payroll department both located in the (T Herbert Payroll Enrollment Center) will have a listing of jobs seeking federal work study students. Students can obtain information on job openings from either of these offices and be directed to the main point of contact within each department. Once you have met with a supervisor and gone thru your interview if you are selected for the FWS position your anticipated supervisor will provide you will student employment application for you to complete and submit along with and I-9 form and documents that will need to accompany the I-9. Incomplete employment applications can not be processed which could void your employment with a department supervisor.