

# NATIONAL HISPANIC UNIVERSITY

## Federal Work-Study Program

### GENERAL INFORMATION

The purpose of the FWS Program is to provide part-time employment for undergraduate and graduate students to help them defray education costs. In addition, to the extent practicable, National Hispanic University will offer students FWS positions that complement and reinforce their educational program or career goals.

### WHAT IS FEDERAL WORK-STUDY?

Federal Work-Study Program is a federally funded program that provides subsidizes part time employment for students with financial need. Each year, students indicate on their FAFSA if they are interested in receiving a FWS award. The Financial Aid Office selects as many participants for this program as funding allows. The listed amount in your aid package is the allotment of money that you may earn during the academic year. **FWS awards are not credited to student accounts.** Work-Study allows students to earn money to help cover expenses such as, tuition, books, and transportation.

FWS is part of a student's financial aid package. Federal regulations prohibits students employed through FWS from receiving more financial aid that the amount allowed by their document need, the Office of Financial Aid must sometimes revise awards for students who receive additional resources.

Any FWS student selected for "verification" by the U.S. Department of Education, who has not completed the verification process, cannot be employed through the FWS Program until the process has been completed. Verification is a review process established by U.S. Department of Education to verify the accuracy of information reported on the student's FAFSA. The verification process applies to all types of Title IV (financial aid) funding. **Students that are conditionally admitted will not be offered Federal Work-Study until they have a cleared status.**

### COORDINATION OF PROGRAM ACTIVITIES

Major functions performed by the Office of Financial Aid includes the following: (a) authorizing student employment; (b) setting wage requirements; (c) developing and implementing record keeping for program participants; (d) monitoring sheets reports; (e) authorizing payroll payment to students.

### STUDENT ELIGIBILITY AND TERMS OF EMPLOYMENT

Students that are seeking employment under the FWS program must be in good academic standing. Priority is given to those students with financial need, who are enrolled in a degree-granting program. Students must be enrolled or accepted for enrollment at least a half-time student.

## **HOW STUDENTS APPLY FOR FEDERAL WORK-STUDY?**

1. Students must complete the appropriate Free Application For Federal Student Aid (FAFSA) or the Renewal FAFSA by January 1<sup>st</sup>. Students should answer YES to question on the FAFSA.
2. If a student was awarded FWS previously, does not mean they will automatically be awarded the next year. Students must apply each financial aid award year.

## **APPLICANT PROCEDURES**

Students are encouraged to apply for available positions during the first four weeks of each semester/quarter. This is done by logging into the web-hire web site and completing an application for employment. You must attach a copy of your resume with your employment application. If a student is awarded Federal Work-Study, it will appear on his/her award letter. Once awarded FWS, the award letter will direct the student to the web-hire link.

Department's representatives will contact students to arrange an interview. If hired, students will be notified by the Office of Financial Aid with instructions to complete payroll forms (i.e. Form I-9, W-4 and Social Security Card).

Students who have been awarded will have ten days to contact the Office of Financial Aid to accept or decline their work-study award. FWS awards will be canceled after the ten days and re-awarded to another student.

**If Federal Work-Study is not listed on the student's award letter then he/she was not awarded Federal Work-Study.**

We were not allocated enough funds for all eligible students interested in FWS, the funds will be disbursed on a first come first serve basis and with the lowest *Expected Family Contribution*. This is why it is important for the students to meet the priority deadline dates established by the Financial Aid Office.

Students who are not originally awarded work-study may inquire at the Financial Aid Office to see if additional funds are available.

**ANY DEPARTMENT ACCEPTING A STUDENT WITHOUT PROPER REFERRAL FORMS MUST PAY THE STUDENT FOR ANY WORKED PERFORMED.**

## **WORK-STUDY AWARDS**

The student worker should keep a record of the hours he/she works. This will assist the student in monitoring his/her earnings. It's important to monitor FWS earnings to avoid over awards. When your FWS funds reach their "trigger" level or \$500, you must notify your employer and contact the Financial Aid Office to determine if you can be re-packaged for additional Federal Work-Study funds. Additional funds are not always available. **You can't earn more than your total Federal Work-Study award, unless your employer decides to pay the full cost of your wages for his/her budget.**

## **JOB DESCRIPTIONS**

All Federal Work-Study positions have a job description that includes the following:

- The name and address of the student employer (department);
- The purpose of the student job;
- The student duties and responsibilities;
- Job qualifications;
- Pay rate or salary range;
- The length of the employment, start and end date;
- Supervisors name.

The job description provides the work-study student with the responsibilities of the position. It clearly defines and states the job description under the FWS program. This will assist the Financial Aid Administrator, student and supervisor to manage and monitor the number of hours worked. The job description will provide a written record between the student and employer to avoid miscommunication of job duties and functions.

## **WORK HOURS**

We strongly recommend working only 20 hours per week. We understand this may vary depending upon the employer's requirements. Working more hours will cause your work-study award to be depleted rapidly. The Financial Aid Office will help you calculate how long your award will last, based on your hours work per week and your wage rate. Students should not work during scheduled class times. A copy of the students schedule for each term must be submitted to the Financial Aid Office.

Students will be paid hourly wages vary depending on the type of work you do and the skills required. Your total Federal Work-Study award depends on when you apply your level of need, and the funding level at The National Hispanic University.

The University offers a limited number of jobs. Students can choose their own jobs, they must apply and interview directly with the employer.

## **POLICIES AND PROCEDURES FOR STUDENT WORKERS**

It is the student worker's responsibility to follow policies and procedures of the University work-study program. The student worker will be expected to perform all duties of their job description and project a positive image of the University. The following policies apply:

### **EACH STUDENT WORKER MUST:**

- a. Must perform job responsibilities in a satisfactory manner.
- b. Must report work on time and as schedule
- c. Must contact supervisor & FAO if your going to be late or absent
- d. Maintain a professional attitude at all times.
- e. Must exercise courtesy, tact and good judgment in the performance of job duties.
- f. Respect co-works, staff and faculty.
- g. Understand the sensitive nature of confidential information and records of the University.
- h. Must comply with all program policies and guidelines as required.

### **THE RIGHTS OF THE STUDENT WORKER**

- a. Be informed of their award amount, rate of pay and number of hours they can work
- b. To be evaluated of his job duties and performance.
- c. To request work appraisal for his/her work.
- d. To communicate any job related concerns to his/her supervisor first and then to the FAO.
- e. Can request job reassignment if the circumstances are warranted
- f. To be issued a payroll check for work that was complete and reported according to student employment guidelines.
- g. Receive a job description of expectation and required duties.
- h. Adequate training to perform assigned tasks.
- i. This is money that does not have to be repaid

### **THE PROCEDURES FOR REQUESTING STUDENT WORKERS**

Departments requesting student workers must submit a job requisition form bearing the signature of the Dean, Department Chair, or other Administrative head. Each job vacancy should be submitted on a separate requisition form. The Office of Financial Aid will respond to all requests within 48 hours of submission.

Special qualifications required for the performance of job duties, should be clearly indicated on the job requisition form. Qualifications should be listed as "desired" if they are not absolutely required. This is especially for departments needing workers with typing and computers skills. The job description should contain enough information so Human Resources can explain the job to a prospective employee. This is "**IMPORTANT**"! The Office of Financial Aid would like to properly screen all candidates. Request forms with insufficient or incomplete information will cause a delay or may even be returned to the department.