Federal Work-Study 101

What is it and how do you apply?
What is Federal-Work Study?

• Federal Work-Study (FWS) is a need-based Federal aid program through which student participants earn money to help pay for education-related expenses.

• FWS funds are not directly applied towards tuition and fees but are earned by the student in wages.
Available Jobs?

• There are numerous diversified work-study opportunities.
• We offer both on-campus and off-campus placements.
• You will be placed based on your interests, preferences and major.
• Marshall University offers on campus placements at Drinko Library, Memorial Student Center, various colleges, departments, etc.
• There are several community based placements including but not limited to Cabell Huntington Hospital, CONTACT, INC., and the Ronald McDonald House. A current list of community based locations is available at http://www.marshall.edu/sfa/files/Community-Partners-Near-Marshall-University-that-Employ-Students-with-FWS-Awards-2_2014.pdf.
Interested in Participating?

• Funding is limited.

• FWS is awarded on a first-come, first-serve basis, so early FAFSA filing is key.

• You will be notified if you have been selected to participate in the FWS program when informed of your award package.
  • If awarded FWS, you will be given the opportunity to accept or decline.
  • A FWS award does not guarantee a placement.
How to get a placement?

If already awarded:

Complete a Work-Site Preference Form

Complete an I-9 Form with Human Resources

Placement!

You will be notified by email when a placement is made.

More information about both of these requirements can be found under Financial Aid Student Requirements on your myMU portal.
How to get a placement?

Have not yet been awarded, but would like to participate?

• Complete our Federal Work-Study Wait-List Request form. This form can be printed from our web site at www.marshall.edu/sfa/FWS.

• If you have eligibility and a placement comes open suited to your interests and preferences, you will be contacted by email with further instructions.
Pay and Scheduling Concerns?

• FWS earnings are paid on a bi-weekly schedule and are directly deposited.

• Earnings are paid out in arrears meaning you receive your first check approximately 4 weeks after your start date.

• The pay rate begins at minimum wage.

• Once placed, you will receive a step-by-step email tutorial with electronic time submission instructions.

• You may earn up to your award amount in wages.

• Most students work 6-8 hours per week.

• FWS supervisors are usually accommodating to your school schedule.
Why participate?

• Reduce the burden of student loan debt.
• Earn a steady income.
• Gain work experience possibly related to your field of study.
• Help familiarize yourself with the university community.
• Network and gain professional references.
More questions?

Visit our website at
www.marshall.edu/sfa/FWS

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