

# **Federal Work-Study 101**

**What is it and how do you apply?**



**Marshall University**

# 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](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:**



**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](http://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](http://www.marshall.edu/sfa/FWS)**

**Contact us at**

**Old main room 116**

**[sfa@marshall.edu](mailto:sfa@marshall.edu)**

**304-696-3162**

