



## Federal Work-Study Frequently Asked Questions

**Q: What is Federal Work-Study?**

A: Federal work-study (FWS) is an employment program funded jointly by the Federal Government and either the University or an off-campus non-profit employer.

**Q: How do I get Work-Study?**

A: Students must submit a FAFSA each year and meet federal eligibility requirements to receive a Work-Study award. Students' awards are calculated in the student's financial aid package by Florida Tech's Financial Aid Office. *You must officially accept your award before seeking a job.*

**Q: How do I find a Work-Study job?**

A: Work-Study jobs are posted online at College Central Network & in the Career Services/Student Employment Office as early as the week of Freshman Orientation. After completing necessary paperwork, select one or more positions to apply for and apply via the contact information and application instructions listed in each Job Description. Only the jobs that are posted by the Student Employment office and labeled "Work-Study" are legitimate positions.

**Q: Will I definitely get a Work-Study job?**

A: There are generally more Work-Study jobs available than there are students to fill them; however, if you start your search early in the semester, you will have more choices.

**Q: What kind of job will I get?**

A: The types of Work-Study jobs available vary. Work-Study positions are available at many on-campus departments as well as several off-campus organizations. Some jobs may be substantial and directly related to your major, others may be more administrative in nature and some are in the food services departments. Work-Study positions are very often the first step in your career path. Carefully evaluate what you hope to gain from your Work-Study experience and choose the job that best meets your needs.

**Q: What kind of off-campus positions can I get with work-study?**

A: These positions are called Community Service. They are with non-profit agencies throughout the county who have signed a contract with Florida Tech to hire our students. Only students participating in the FWS program are eligible to apply for these positions. Since these jobs are located off-campus, students must have their own

transportation in order to work for these agencies. Students working in these positions are currently paid \$8.00 per hour.

**Q: When can I start my Work-Study job?**

A: You cannot begin work until all associated tax, I-9 and administrative paperwork is complete and on file with the Student Employment Office. The Student Employment staff will tell you the earliest day that you may begin working once all paperwork has been completed and turned in. The official first day of class is the earliest day that eligible students may begin working. Students must secure a position and begin working by the Fall deadline in mid-October or the Spring deadline in mid-February.

**Q: What paperwork must be completed before I can accept a position?**

A: Your Work-Study job is considered a regular job, so you must fill out an I-9 (Employment Eligibility Verification) and tax forms (such as a W-4). Additionally, you and your employer must complete a referral form (AKA "Blue card") for the University.

**Q: How do I get paid?**

A: Work-Study students get paid from Florida Tech for hours worked. Paychecks are distributed on a bi-weekly basis and are available for on-campus employees in their employing department. Students working for off-campus employers may pick up paychecks from the Student Employment Office after 9 am on pay days. Registering for Direct Deposit is highly recommended.

**Q: How long before I get paid?**

A: It depends on how long it takes you and your employer to complete the hiring paperwork, but it can take up to 4-6 weeks before you receive your first paycheck. After all employment and administrative paperwork is received, it takes several days for Student Employment to process. Keep in mind that Florida Tech also pays two weeks after you have worked the hours (*consult the payroll calendar for pay dates*).

**Q: Do I have to pay Work-Study back?**

A: Your Work-Study award is considered a grant. Funds that you earn are not subject to payback.

**Q: How can I spend my Work-Study earnings?**

A: Your Work-Study earnings may be spent for any college-related expense. Many students use it to buy books, pay utility bills or rent, or for social activities.



**More questions?**

Visit the Career Services/Student Employment Office  
Room #210 on the 2<sup>nd</sup> floor of the Keuper Administration Building  
321-674-8846