

What is Federal Work Study (FWS)?

Federal Work Study is a need-based financial aid award to support your education through employment and make it easier for you to find a job. It is not a grant (*you must work to earn it*), and it is not a loan (*you don't have to repay it*). Students must qualify to receive a federal work study award. Federal work study jobs are **ON CAMPUS**. Funds are limited, so not all qualifying students will receive an award. Federal work study awards are available during the academic year and we do not offer summer federal work study.

The federal work study program subsidizes a student's hourly wage, which creates jobs that would not otherwise exist. For the student, it is just like working any other job: you work a number of hours in a pay period, at some wage rate, and receive a paycheck for your earnings.

Who Gets Federal Work Study Funds?

Priority is given to eligible new freshmen and sophomore (sometimes transfer) students who apply early for financial aid, complete their financial aid application before the April 15 financial aid priority deadline, and indicate on the FAFSA that they are interested in work study. All students may work on campus as **regular student employees** whether they have applied for financial aid or not.

How Do I Apply For Federal Work Study?

The first step is to apply for financial aid by completing the Free Application for Federal Student Aid (**FAFSA**) form, and indicate on your FAFSA preferences that you are interested in work study. The FAFSA can be filled out online and filed electronically at www.fafsa.ed.gov. The next step is to respond promptly to any request for information from the Financial Aid office.

If you receive the federal work study award in your aid package, you should receive additional information and instructions from the Financial Aid office within a couple of weeks.

How Does Federal Work Study Fit in My Financial Aid Package?

Since federal work study is financial aid, it must fit in your aid package and fills financial aid need. If you do not intend to seek work, then you should decline your award in the Financial Aid office, because you must actually work at a job to earn the money. Declining the award will free up your unused money for students who intend on using their FWS grant.

An important difference from other kinds of aid is that FWS is earned slowly throughout the academic year as you work, while loan and grant funds disburse to your student account at the beginning of each quarter. Accepting FWS will give you the opportunity to seek subsidized employment to meet some of your expenses without increasing your student loan debt.

All students with FWS can still look for a **regular student employment** job and earn wages from a non-work study job in addition to all other aid you are receiving.

What are my responsibilities as a work-study employee?

1. Search and apply for work study jobs using [Saints4Hire](#).
2. Complete the proper forms and return to the Office of Human Resources.
3. Inform your employer of any changes in your award that may occur due to the following: dropping below 6 credit hours, withdrawing, leave of absence, etc.

How do I view and apply for student jobs?

Check [Saints4Hire](#) for available job openings, or contact employers directly to request an interview. Registered students may apply for both non work-study and work-study jobs. You are encouraged to seek a job relating to your major course of study, and/or high skill level jobs. It is a good opportunity to try out areas of employment that you find interesting. You will be earning money and building skills and experience for your resume, ideally in the field you are preparing to enter. You can make valuable contacts through working which can provide references and an opportunity to network professionally.

How to apply for jobs using [Saints4Hire](#):

- Go to the Saint Martin's University homepage
- Click on the "Saints4Hire" logo at the bottom
- On the right side of the screen, click "I am a STUDENT"
- Click on "Saints4Hire"
- Create a new profile if you haven't done so already. If you have a profile, enter your username and password
- Click on the "job search" link at the top
- Under "position type" highlight "work study". You may also type in under "organization name" "[Saint Martin's University](#)"
- Click "search"
- Application instructions for each job will be listed in each job separately.