

## What is State Work Study (SWS)?

State 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 state work study award and be a Washington state resident. Funds are limited, so not all qualifying students will receive an award. State work study jobs are **OFF CAMPUS**. The state work study program subsidizes a percentage of 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. The off campus employer gets reimbursed a percentage of the student's paid wages through the Higher Education Board of Washington.

## Who Gets State Work Study Funds?

Priority is given to eligible junior, senior (and transfer) WA resident 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 State 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](http://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 state 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 State Work Study Fit in My Financial Aid Package?

Since state 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.

An important difference from other kinds of aid is that SWS 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 semester. Accepting SWS will give you the opportunity to seek subsidized employment to meet some of your expenses without increasing your student loan debt.

All students with SWS 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 payroll forms and return to the Office of Student Financial Services or 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"
- Click "search"
- Application instructions for each job will be listed in each job separately

## I have a great job off campus already. Can I convert it into a state work study job?

It is possible. You need to discuss this possibility with your employer and contact the [Financial Aid office](#) to initiate a work study contract.