



Santa Clara University Financial Aid Office Federal Work Study Employment Information Guidelines

Purpose and Description

The Federal Work Study (FWS) program is funded jointly by the federal government and the University. This program helps students make up the difference between their cost of education and their available resources, such as scholarships, grants, loans and family contributions. To be eligible for the Federal Work Study program, a student must have demonstrated financial need based on the Free Application for Federal Student Aid (FAFSA).

A Federal Work Study award is an allotment of money to be earned from part-time employment and is subject to the availability of federal funds to Santa Clara University. Federal Work Study funds allocated for a specific quarter/semester are to be earned during that quarter/semester and the remainder of the school year for the **academic period July 1 through June 30**. Any unused portion of Federal Work Study cannot be carried forward to a future academic years. Students must submit a separate request for Federal Work Study for the next academic period. The authorized maximum amount is electronically stated on the financial aid award via ecampus (www.scu.edu/ecampus). You must accept the Federal Work Study via ecampus prior to your starting employment.

Jobs are available on-campus at Santa Clara University and off-campus at approved non-profit agencies. The Career Center provides assistance in job placement, but it is important to realize that a Federal Work Study award does not guarantee suitable employment. If you request an off-campus Federal Work Study job, that potential employer must be a non-profit agency and must be approved for Federal Work Study matching funds. Once an employer has been approved, all parties sign a Federal Work Study contract prior to the student starting employment. Based on the hours worked, students earn Federal Work Study funds up to but not exceeding the allotted amount.

Terms of Employment

The employer establishes the conditions of employment, such as days and hours, pay rates, duties and work expectations. If break or vacation period work is required, the employer will inform the student. To avoid later misunderstandings, students should request all pertinent information before they start a job.

Maximum Hours

Federal Work Study students may normally work up to an average of 19 hours per week during the school session and up to 40 hours per week during vacation periods, if funds are available. Students may not work more than 8 hours in one day.

Pay Rates

The employer determines the pay rate based on the responsibilities of the job and the availability of departmental funds. Students are paid by check twice a month to cover only the hours worked.

Employee Grievances and Termination

A student may be terminated from a job because of lack of departmental funds or due to unsatisfactory performance or attendance. Students will be removed from the Federal Work Study program as soon as they have earned their allocation.

Responsibilities

- Students who are unable to begin work at the time of the award must contact the Financial Aid Office if they wish to retain employment eligibility for a future quarter or semester.
- Student workers are expected to fulfill their Federal Work Study contract.
- Students must be dependable in working the scheduled periods of time.
- Students who must be absent from work should notify their supervisor prior to work time.
- Any student who voluntarily terminates employment must give at least two weeks advance written notice in order to remain in good standing and be eligible for placement in another Federal Work Study job.
- New Santa Clara University student employees must submit I-9 and W4 forms to the Student Employment Office within three days of hire (student employees may obtain these forms at the Student Employment Office).
- Students who have earned their Federal Work Study allotment and wish to continue working during the school year may be eligible for an increase in their Federal Work Study award.
- Federal Work Study students needing additional funds must make a written request at the Financial Aid Office. If funds are available and the student has an unmet need, the Financial Aid Office may issue a revised award to increase the Federal Work Study allotment. Students may continue working only after their award is revised.
- Students must receive a paycheck **by November 15** to remain eligible for Federal Work Study. If no earnings are reflected in the student payroll system by this

date, the Federal Work Study amount will be deleted from your award. Reinstatement requests will be honored only if funds are available.

Utilize Federal Work Study Eligibility

1. Students need to accept the Federal Work Study award via ecampus.
2. Students need to find a job. Listings are available on Handshake.
3. Students need to apply for a job. Apply to department via application instructions on job description; students need to inform department that they are eligible to be paid with Federal Work Study funds.
4. Departments and/or hiring person will submit a Student Employment Action Request (SEAR) form to the Student Employment Office – SEAR forms will expire June 30 each academic year.
5. Student will receive a check (or direct deposit) for their earnings.

NOTE: Federal Work Study earnings/funds are not credited to the student account.

Federal Work Study Renewal

In order to continue on the Federal Work Study Program from one year to the next, students must re-apply annually. Renewal requires a new Free Application for Federal Student Aid (FAFSA) and any supplemental university forms or documentation requested by the Financial Aid Office.