

THE  
"QUICK FACTS"  
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ABOUT FWS

### **THE BASICS OF FWS**

#### **What is Federal Work-Study (FWS) and how do I find out if I am eligible?**

FWS is designed to provide jobs for students who are financial aid eligible. Apply for FWS by completing a FASFA (Free Application for Federal Student Aid) or renewal FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### **Am I guaranteed a student employment job if I accept a FWS award?**

No, you are responsible for securing your own employment. Student employment job postings are posted on the Financial Aid Office website [www.siu.edu/~fao](http://www.siu.edu/~fao) click on, "Student Employment," then "Finding a Student Employment Job". If you have accepted a FWS award you can look at both FWS and FWS/Non-FWS job listings.

#### **If I find a job when can I begin to work?**

You can begin work as early as the first day of the semester provided you are enrolled for the appropriate numbers of credit hours and you have completed the employment process.

### **HOW DOES MY FWS AWARD WORK?**

#### **How can I find out the balance of my work award?**

On <http://salukinet.siu.edu> you can find out how much FWS you have earned. Your earnings statement will provide you with how much of each paycheck is considered FWS earnings.

#### **What happens when I have earned my entire FWS award?**

In most cases your department will allow you to work as a regular student employee for the rest of the semester. Some departments may not have enough funding to continue your employment and it may be necessary for you to find other employment.

#### **If I do not earn my entire FWS award can I earn it in the summer or during the next year?**

No, your FWS award only covers a specific period of time. Unearned amounts cannot be carried over to the summer or the next academic year.

#### **What if I earn all my FWS before the year is over and I need more?**

Submit an Award Notice Change/Loan Request form ([www.siu.edu/~fao/forms](http://www.siu.edu/~fao/forms)) to the Financial Aid Office. If you have unmet need we may be able to increase your FWS award.

#### **If I was not offered FWS but was offered a loan can I have all or part of my loan changed to FWS?**

Submit an Award Notice Change/Loan Request form ([www.siu.edu/~fao/forms](http://www.siu.edu/~fao/forms)) to the Financial Aid Office. If you are eligible, we maybe able to switch all or part of your loan to FWS.

#### **If I have not earned all of my FWS can I have it changed to a loan?**

Submit an Award Notice Change/Loan Request form ([www.siu.edu/~fao/forms](http://www.siu.edu/~fao/forms)) to the Financial Aid Office. If you have unmet need and loan eligibility we may be able to award you a student loan. Remember your employer hired you as a FWS employee, they are not obligated to continue your employment if you reduce or reject your FWS award. If you are currently employed, bring documentation that your employer has been notified that you are reducing your FWS award.

### **HOW MUCH MONEY WILL I MAKE AND HOW WILL I RECEIVE IT?**

#### **How does my FWS award get paid to me?**

FWS is paid directly to you as earnings from an on-campus student employment job.

#### **How much will I get paid?**

Your pay will be paid at least the SIUC established minimum wage rate of \$7.75 per hour. You will begin work at this rate unless you qualify for a job classification increase or an excess qualification/market adjustment increase. You will be paid bi-weekly (every other Friday). Payroll periods run Sunday through Saturday, with payday being the second Friday following the end of the payroll period.

#### **Can I work as much as I want?**

20 hours a week is **recommended** while school is in session. However, you can work up to 29.5 hours per week.

#### **Can I reject my FWS for a future award period without it affecting the other programs on my award offer?**

Yes, there are several reasons you may choose not to work. However, if you choose not to accept a FWS award for a future period, your employer can elect not to continue your employment.

## FWS HAS BENEFITS

- **FWS gives you a chance to earn money to help pay for your educational expenses.**
- **While you do not have to have a FWS award to work, you have a better chance of obtaining a student job when you do.**
- **On-campus employers try to be as flexible as possible in scheduling work hours around your class schedule.**
- **Future employers are generally impressed with students who have job experience and who have worked while going to school.**
- **FWS can help build your resume and your supervisor may become an excellent reference or mentor.**

## WHO DO I CONTACT?

### **Ask general financial aid questions?**

Financial Aid Office Service Center  
Woody Hall-B Wing, Third Floor  
Mailcode 4702  
Southern Illinois University Carbondale  
900 South Normal Avenue  
Carbondale Illinois 62901  
Phone: (618) 453-4334  
Fax: (618) 453-7305

### **Look at Student Employment job postings?**

Financial Aid Office website  
[www.siu.edu/~fao/jobs](http://www.siu.edu/~fao/jobs)

### **Ask general Student Employment questions?**

Financial Aid Office  
Student Employment Services  
Woody Hall B-Wing, Third Floor  
Room 360  
(618) 453-4629



Financial Aid Office  
Southern Illinois University  
Carbondale

## **“QUICK FACTS” Your Guide To Federal Work-Study**

*Helping you finance  
your education and providing  
valuable work experience.*