WHAT IS FEDERAL WORK-STUDY?

Federal Work-Study (FWS) is a federally funded campus-based program designed to create additional job opportunities for students eligible to participate in need-based financial aid programs. The hiring department pays only a percentage of the student’s wages; the federal government subsidizes the remaining portion. The FWS program encourages community service work and work related to the student’s course of study.

WHEN WILL I GET THE MONEY?

A FWS award is not disbursed in a lump sum, but through paychecks for hours actually worked.

MY FINANCIAL AID AWARD LETTER HAS WORK-STUDY: HOW DO I ACTIVATE IT?

In order to activate your FWS award, you need to ACCEPT the FWS component of the financial aid package, then apply and be hired in a FWS job. Once you reach your earning limitation, the employer has the option of terminating your employment, or continuing your employment under a non-FWS budget. There is no guarantee for continuation. Job information is available at [http://www.tc.columbia.edu/administration/hr](http://www.tc.columbia.edu/administration/hr).

SAMPLE COMMUNITY SERVICE PROGRAMS:

America Reads Program

You must be eligible for Federal Work-Study employment. The goal of the America Reads Challenge is to recruit one million people to ensure that children can read well and independently by the end of the third grade. Of that one million, one hundred thousand will be college students participating in the Federal Work-Study Program. Work-study students will join other students, parents, teachers, librarians, and concerned citizens as reading tutors. In partnership with a public school or school district, reading tutors lead children ages 3-12 in developing basic reading skills and academic confidence through literacy activities.

America Counts Program

You must be eligible for Federal Work-Study employment. In partnership with a public school or school district, math tutors lead children in elementary school through ninth grade in developing basic math skills and academic confidence.

WHAT FORMS DO I HAVE TO FILL OUT?

The Federal Work-Study Acceptance Notification Form is obtained from the Financial Aid Office. THIS FORM TELLS TEACHERS COLLEGE WHETHER YOU INTEND TO USE YOUR WORK-STUDY.

The Federal Work-Study Employment Agreement Form is obtained from the Financial Aid Office OR the Human Resources Office. THIS FORM TELLS TEACHERS COLLEGE THAT YOU HAVE BEEN HIRED AND ARE ELIGIBLE TO WORK UNDER THE FWS PROGRAM.

The Human Resources Office provides, reviews, and processes ALL OTHER forms related to your employment.

REMEMBER:

YOU CANNOT LEGALLY WORK UNTIL YOU HAVE SUBMITTED YOUR ACCEPTANCE FORM, YOUR EMPLOYMENT AGREEMENT FORM, AND ALL EMPLOYMENT DOCUMENTS REQUIRED BY HUMAN RESOURCES.