

FAQs on Federal Work-Study

1. What is Federal Work-Study?

Federal Work-Study (FWS) provides part-time jobs for graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. FWS is a federal program, which provides a portion of the student's salary for both on and off campus employment opportunities. Students can work no more than 20 hours per week. Any wages earned over 20 hours per week must be paid 100% by the employer or department.

2. How are Federal Work-Study wages allocated?

- The University hiring departments pay 25% of a student's hourly wage
- The FWS program pays the remaining 75%
- FWS requires that 7% of an institution's FWS allocation be used for community services jobs. FWS pay 100% of the 7% allocation.
- MUIH Nutrition and Health Promotion degree-seeking students are eligible to apply for a community services job with Community Action Council of Howard County offering family literacy on nutrition.

3. How do Students qualify for Federal Work-Study?

Students must demonstrate financial need in order to participate in the program. Need is determined by an evaluation of the student's Free Application for Federal Student Aid (FAFSA). Students are awarded FWS funds upon completion of the [FAFSA](#), provided that they have checked the "yes" box on question 31 indicating their interest in work-study and as long as funds are available. Priority is given to students who demonstrate the most need.

4. What requirements must students meet in order to be considered for Federal Funds:

- Demonstrate financial need as determined by the FAFSA
- Have a high school diploma or General Education Diploma (GED), and bachelor's degree
- Be accepted and enrolled in a degree-eligible program
- Be U.S. Citizen or eligible non-citizen
- Have valid Social Security number
- Meet [Satisfactory Academic Progress](#) (SAP) set by the Financial Aid Office at MUIH according to federal guidelines set by the U.S. Department of Education
- Certify that you will use federal student aid only for educational purposes

- Certify that you are not in default on a federal student loan
- Comply with the Selective Service registration, if required

5. Does everyone qualify for Federal Work-Study?

Not all students qualify for Federal Work-Study. Students who do not qualify based on need or do not file the FAFSA will not be able to participate in FWS.

6. How can students complete the application process?

Students must complete the FAFSA annually and use MUIH school code of **G25784**. In addition, students must indicate their interest by checking "yes" on question 31 that states "Are you interested in being considered for Work-Study?"

How to Apply for a FWS Position at MUIH:

- Click [here](#) to review current openings at MUIH (login to the my.muih.edu data portal required). Positions available to students who wish to participate in Federal Work-Study are titled as "FWS."
- Click on the position, then click "Start Your Application" to complete the web-form and upload a resume.
- The Financial Aid Office will review the application and determine if the student is eligible for FWS.
- The supervisor will contact the student to interview for the FWS position.
- The supervisor will contact the Financial Aid Office on the approved applicant.
- The Financial Aid Office will notify the student that they have been approved for FWS.
- The student will need to come to the Financial Aid Office to complete FWS forms.
- The student will need to complete all necessary hiring documents with the Human Enrichment Office (HE).

7. Can students keep working if they are not enrolled?

Unfortunately, you cannot continue to earn Federal Work-Study if you are no longer enrolled. If you withdraw, take a leave of absence, or graduate, your last day to earn FWS funds is the last day of your enrollment.

8. Is Federal Work-Study mandatory?

No, you are not required to work. You may have the option of converting your Federal Work-Study to loans.

9. Is Federal Work-Study available during the summer trimester?

During the summer trimesters, and based on funding, students may work up to the second week in June if the office hours will allow and if the student has

unmet need in their budget. Contact the Financial Aid Office in regards to summer trimester hours.

10. How many hours can students work?

A student FWS Contract Form will reflect his/her hours per week. Contract forms will be provided by Financial Aid Office upon approval of student's employment. Students are allowed to work a maximum of 20 hours per week.

NOTE: Employers or departments must pay any wages earned over 20 hours per week. Students are not permitted to work during scheduled class times. When school is closed due to inclement weather students may not work unless they are employed at the community service site and the site is open. During the summer trimesters, and based on funding, students may work up to the second week in June if the office hours will allow and if the student has unmet need in their budget. Contact the Financial Aid Office in regards to summer trimester hours.

11. What is the rehiring process?

Students can be rehired for FWS positions; however, awards for FWS funds are made on annual basis by completing the FAFSA. Funds are awarded based on the funding that is allocated to the Financial Aid Office from the Department of Education each year. Students who are hired, are meeting Satisfactory Academic Progress, and are enrolled in minimum of three credits can be rehired if the department supervisor approves the student to continue with employment. Student must inform Financial Aid Office on rehiring decision.

12. How are students selected?

The policy regarding distribution of FWS funds is to award monies to as many students as possible. This is accomplished by awarding funds to students that demonstrate the financial need on a first come basis.

If you have additional questions about Federal Work-Study at MUIH, please contact the Financial Aid office at 410-888-9048 ext. 6778 or fws@muih.edu.