

FEDERAL WORK-STUDY POLICY

Federal Work-Study (FWS) is a program funded by the federal government, which helps students with financial needs to find a part-time job on campus or in the community. This helps to offset the educational expenses of college. The amount of the FWS award depends on the number of eligible students, their financial need, and the availability of funds.

To be eligible for FWS, you must meet the following requirements:

1. Complete the Free Application for Federal Student Aid (FAFSA) and verification
2. Be enrolled in at least 6 credits that are relevant to your program of study
3. Demonstrate financial need
4. Be in good standing with the Financial Aid office, or on Warning/Probationary standing
5. Have an open FWS position available

It's important to note that a FWS award does not guarantee employment. FWS students are also subject to the conditions of student employment stated in the Five Branches University catalog, in addition to federal regulations. The Financial Aid Office (FAO) has the right to rescind all or part of an FWS award if there is a change in the student's award status, or if they have been over-awarded. FAO may also rescind all or part of an FWS award if funds are depleted before the end of the academic year.

If you have any questions or want to schedule an appointment, please contact Daryl Cullen by phone at 408) 260-0208, or by email sjfinaid@fivebranches.edu

HOW TO APPLY

To apply for an on-campus or approved off-campus FWS position, recipients must follow the below steps:

FWS SCHEDULE

FWS students are allowed to work up to 20 hours per week while classes are in session, and up to 29.5 hours per week during semester breaks and Spring recess if funding permits. Work schedules will be determined by the department's Federal Work-Study supervisor based on the needs of the department and the student's availability. Please note that students are not permitted to work overtime, on weekends, or on holidays.

It is important to note that an FWS position may be terminated at any time due to the following circumstances:

1. Poor academic performance, which is when the student is on unsatisfactory academic progress.
2. Not adhering to the policies and standards of the department.
3. Poor work performance.
4. No longer able to meet the scheduling needs of the department.

5. Student is no longer meeting Federal Work-Study eligibility.
6. Failure to comply with any policies and procedures outlined in the FWS agreement.
7. Budget has been exhausted.

MONITORING FWS EARNINGS – A JOINT RESPONSIBILITY OF STUDENT AND EMPLOYER

Each eligible student will receive an initial award of \$500 per semester if they demonstrate sufficient financial need and are informed about the wage rate. This amount can be increased based on the rate and hours provided by the supervisor. Additionally, all Federal Work-Study (FWS) students will be provided with a FWS Tracker spreadsheet. It is the responsibility of both the student and their supervisor to keep track of the remaining FWS budget, to ensure that the allotted funds are not exceeded. The budget allocation may be adjusted, either increased or decreased, depending upon the availability of FWS funds, any changes in the student's remaining need, and other relevant factors.

FWS OVER-EARNINGS

Employers have the option to pay students who have utilized their entire Federal Work-Study (FWS) amount using their own funding. However, if a student continues to earn money beyond their FWS allotment, the employer must reimburse the FWS account for any over-earned amount.

COMMUNITY SERVICE

Community service is a set of services designed to improve the quality of life for community residents, especially those who are low-income, or to solve specific problems related to their needs.

According to federal regulations, a school must spend at least 7% of its FWS (Federal Work-Study) allocation on compensating students employed in community service positions.

Five Branches University communicates with the local community to develop partnerships and create regular and community service positions for the school's students. This outreach helps fulfill the 7% requirement for community service positions.

IMPORTANT REMINDERS TO STUDENTS AND FWS SUPERVISORS

As a reminder, there are certain guidelines that Federal Work-Study (FWS) students/supervisors must follow. These guidelines are as follows:

- FWS students are not allowed to provide voluntary services to their employers
- FWS students are prohibited from receiving payment for work that is required for their coursework, such as laboratory hours or experiments in the classroom.
- FWS funds cannot be used to subsidize an employee's share of fringe benefits such as paid sick leave, vacation, and holiday pay, contributions to welfare, or insurance programs such as Social

Security, Worker's compensation, or retirement.

- FWS funds are intended to help students cover their educational expenses. Therefore, employers may not require students to work during class time or exam periods.