



Financial Aid Office

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Student Guide to the Federal Work Study Program

WHAT IS FEDERAL WORK STUDY? The Federal Work Study (FWS) Program provides jobs for students with financial need, allowing them to earn money to help pay for expenses related to their education.

To qualify for a FWS job you must complete the appropriate aid year FAFSA (www.StudentAid.gov), and be offered FWS funds as part of your financial aid package.

The FWS award contributes more than financial assistance to your college education. It offers you the bonus of an education with job experience. Employers seek job applicants who have employment as well as academic experience. As the job market becomes increasingly competitive you will find that your job experience may be just the edge you need. FWS experience can provide:

- Practical on-the-job training and experience for your resume.
- Positive job experience to help you identify your career objectives.
- Recommendations from employers describing your skills and experience.

HOW IS THE FEDERAL WORK STUDY PROGRAM FUNDED?

FWS is a cooperative program whereby the federal government pays a portion of your wages and the employer pays the balance.

WHAT TYPE OF JOBS ARE AVAILABLE THROUGH FEDERAL WORK STUDY?

There are several FWS job opportunities available with on campus departments. For FWS job availability, please contact the RSC Career Development Center by phone: (405) 733-7962 or via e-mail: career-services@raider.rose.edu

HOW MUCH CAN I EXPECT TO EARN

Pay rates begin at \$12.00/hr. Rates are determined by your supervisor according to the skills, training, and experience required by each individual job.

The maximum amount that can be earned over the Fall/Spring semesters is \$6,000. The maximum that can be earned during the Summer semester is \$1,000.

WHAT IS THE NEXT STEP AFTER BEING AWARDED WORK STUDY?

Once you have been offered a FWS award on [OASIS](#), make sure you are enrolled in at least 6 credit hours for the Fall/Spring semester that covers each 16 week session (this does not include classes taken during the interim session). For the Summer semester, you must be enrolled in at least 3 credit hours that cover the 8-week session (this does not include classes taken during the interim session). Please contact the RSC Career Development Center by phone: (405) 736-0244 or via e-mail: career-services@raider.rose.edu to inquire about job availability and job placement dates.

WHAT IS THE NEXT STEP FOR FEDERAL WORK STUDY JOB PLACEMENT?

1. If your award notification includes a Federal Work Study (FWS) award and you are interested in work-study employment, submit a job application on the [RSC Human Resources Office](#) website. Apply for the position titled: ROSE STATE COLLEGE – FEDERAL WORK STUDY
2. The RSC Career Development Center will contact you with further instructions.

If you have questions about Federal Work Study Job Placement contact the RSC Career Development Center at career-services@raider.rose.edu or (405) 733-7962.

WHAT SHOULD I DO ONCE I HAVE BEEN HIRED BY THE DEPARTMENT SUPERVISOR?

1. Take the Career Development Ctr-Federal Work Study Appointment Request form to the RSC Human Resources (Larry Nutter Administration Building, Room 104).
2. Pick up a W-4 form, a Loyalty Oath and Employment Eligibility Verification (Form I-9) in the RSC Human Resources Office. You must provide identification documents. You may contact the Human Resource Office for a List of Acceptable Documents.
3. If no other documentation is required by the RSC Human Resources Office, you will be given the Release to Work Form to take to your department supervisor. (You cannot begin employment without the Release to Work form)
4. Take Release to Work form to department supervisor.
5. The RSC Financial Aid representative will forward your time sheet to your department supervisor.

WHEN WILL I BE PAID?

Your pay period runs from the 1st to the last working day of each month. Time sheets signed by your employer must be turned in to the RSC Payroll Office; located in the Larry Nutter Administration Building, Room 102, by noon the last working day of the month, unless you are informed of an earlier date by your employer. Payday is the 12th of each month, unless this falls on a weekend or holiday. In that case you will be paid the Friday prior to the 12th. If a time sheet is received after the day it is due, it will not be processed until the following pay period. This will make the check one month late; therefore, it is crucial to submit all accurate, signed time sheets within the deadline to ensure prompt payment.

HOW IS MY WORK SCHEDULE ARRANGED?

You and your employer will arrange your work schedule to fit both the needs of your class schedule and the workload at your job site. Most employers make a reasonable effort to coordinate your work schedule with your class schedule. **You may not work at times you are scheduled for class.** As a FWS student you may not work more than 20 hours per week while classes are in session and no more than 20 hours per week when classes are not in session. Any time worked over these limits cannot be paid with FWS funds. If funds are not available, some employers may offer you employment depending upon **their** funding ability.

FWS is your campus job. Your employer is depending on you to be punctual and carry out your duties in a responsible manner, as you would any job. You will be responsible for the duties assigned by your employer. If you are unable to report for work at scheduled times, you must notify your employer, just as you would if you were working off campus. FWS students should ask if they may study on the job. This is to be arranged with the employer. **If you have assigned work to be done, your work takes priority over studying.**

DO I HAVE TO RE-APPLY EVERY YEAR FOR FEDERAL WORK STUDY?

Yes. ALL STUDENTS, even those previously employed in the FWS Program must apply each year.

To re-apply you must:

1. Be in good Financial Aid standing according to the [Satisfactory Academic Progress Policy](#).
2. Your FWS job is for the academic year unless you are on Financial Aid Warning (FAW), on a Financial Aid Plan (FAA), or on Financial Aid Probation (FAA). If you begin your job in the Fall semester, it will continue until the end of the Spring semester as long as you continue to meet Satisfactory Academic Progress.
3. Complete your FAFSA (www.StudentAid.gov) for the appropriate aid year; listing RSC as your school.
4. Be awarded FWS (check [OASIS](#) for FWS awards).
5. Be enrolled in at least 6 credit hours for the Fall/Spring semester that covers each 16-week session (excludes interim sessions); for the Summer semester, you must be enrolled in at least 3 credit hours that cover the 8-week session (excludes interim sessions).
6. Meet with the RSC Career Development Center to complete the Career Development Ctr-Federal Work Study Appointment Request form in the RSC Career Development Center.

DO I HAVE TO COMPLETE THE REFERRAL PROCESS EVERY YEAR EVEN IF I PLAN TO CONTINUE WORKING FOR THE SAME DEPARTMENT?

Yes. Students who receive FWS in consecutive years and wish to continue working for the same employer are required to complete the referral process before employment resumes each academic year. There are no exceptions. Failure to complete the referral process may jeopardize your continued participation in the FWS Program.

HOW MANY CREDIT HOURS MUST I BE ENROLLED IN TO KEEP MY JOB?

To maintain eligibility for FWS, students must be enrolled at least half-time. Half-time for the Fall/Spring semesters is 6 hours that cover each 16-week session (Excludes interim sessions). For Summer semester you must be in 3 hours that covers the 8-week session (Excludes interim sessions). Changes to your initial enrollment may affect your eligibility or FWS. If you audit any of your classes, or drop to below the required amount of hours, you are no longer eligible for FWS. Always keep the RSC Financial Aid Office informed of any changes in your enrollment status.

ARE MY FEDERAL WORK STUDY EARNINGS SUBJECT TO TAXES?

Yes. FWS earnings may be subject to state and federal withholding taxes. However, your earnings may not be subject to FICA (Social Security) withholdings. Questions regarding withholdings from your check or income tax filing status should be directed to the RSC Payroll Office; located in the Larry Nutter Administrative Building, Room 102.

WILL PARTICIPATION IN THE FEDERAL WORK STUDY PROGRAM AFFECT MY CHANCES OF RECEIVING ANY GRANTS?

No. Applying for and acceptance of the FWS award will not affect your chances of being considered for state or federal grants. However, it may affect your eligibility for student Federal Direct Loans. You may wish to inquire at the RSC Financial Aid Office before applying for student Federal Direct Loans.

WHAT ARE THE HOURS FOR THE RSC FINANCIAL AID OFFICE?

The RSC Financial Aid Office is open Monday through Friday 8:00 am to 5:00 pm to provide information and assistance. For more information, call the RSC Financial Aid Office at (405)733-7424.

Rose State College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, gender identity or expression, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational programs, activities, or services. If discrimination, including harassment or retaliation, occurs, the College will take prompt and appropriate corrective and remedial action.