

FEDERAL WORK-STUDY (FWS) INFORMATION

What is Federal Work-Study?

It is a federal work program which provides employment opportunities to students with financial need. FWS allows you to:

- ◆ Earn money to help pay expenses associated with your education
- ◆ Become involved in yet another aspect of college life
- ◆ Gain valuable work experience that will enhance future employment opportunities

Do I Have To Work?

No. The FWS funding is being offered to you as an **opportunity** to earn money that may help off-set some of your expenses. You may decline this offer.

How Do I Find A Job?

Career Development offers a list of available on-campus positions. FWS eligibility does not constitute a guarantee of employment.

Do I Have To Work On-Campus?

No. We have various agreements with community service agencies such as: Communities in Schools and YMCA.

How Do I Apply For A Job?

On-campus employment applications and applications for Community in Schools employment are available in Career Development.

Can I Work As Many Hours As I Want?

No. The maximum number of hours you may work is 20 hours per week.

Can I Work In More Than One Position?

Yes. However, you cannot exceed 20 hours per week between your positions.

How Much Will I Make?

For the 2008-2009 academic year, students at Aurora University will be paid at least the minimum wage.

How Will I Be Paid?

You will be paid based on the time worked and submitted on your time sheet. Paychecks are distributed every other Friday in the Student Accounts Office.

Do I Have To Apply My Paychecks To My Bill?

No. Earnings under the FWS program are not directly applied to your account and, therefore, must not be included when determining the balance you may owe. We recommend your earnings be used for your spending money and books.

What Documents Are Needed By Aurora University Prior To Employment?

- ◆ Federal Work-Study Acceptance form
- ◆ I-9 form (Document needed for employment eligibility verification purposes)
- ◆ Completed Federal and State W-4 forms
- ◆ A copy of your Social Security Card
- ◆ A copy of a current picture ID

The required forms are provided by the University.

If you have questions concerning student employment, you may contact Career Development at 630-844-6870.